



Defense Health Agency

# TECHNICAL MANUAL

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DAD, MEDLOG

SUBJECT: Defense Medical Logistics Standard Support (DMLSS) – Volume 10, DMLSS Reports

References: See Enclosure 1

1. PURPOSE. This Defense Health Agency-Technical Manual (DHA-TM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (m), establishes the Defense Health Agency's (DHA) instructions for using the Defense Medical Logistics Standard Support (DMLSS) application. This DHA-TM provides Medical Logistics (MEDLOG) personnel and other DMLSS users with the technical procedures necessary to use the application effectively and efficiently to carry out the mission of MEDLOG support. The technical guidance contained in this DHA-TM volumes 1 through 10 are intended for use of the automated information system in support of MEDLOG business including contingency materiel management in the DHA.
  
2. APPLICABILITY. This DHA-TM applies to the DHA, DHA Component (activities under the authority, direction, and control of DHA), and all personnel assigned, who have need to reference the enclosed technical guidance information for use of DMLSS automated information system.
  
3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to References (c) through (m), that:
  - a. DHA must exercise management responsibilities of Military Health System (MHS) MEDLOG functions in the MHS including implementing procedures, administering budgets, and performing financial oversight at an enterprise level in order to ensure consistency, optimize performance, and meet strategic priorities across MHS MEDLOG activities, consistent with guidance from the Assistant Secretary of Defense for Health Affairs.
  
  - b. DHA will develop consistent standards for materiel management necessary for programmatic oversight of the Defense Health Program.

c. DHA established DMLSS as the authoritative information system that serves as the feeder system to financially accountable systems for DHA Components, and accountable property officers as outlined in Reference (d).

d. DHA Components must use the DMLSS system, as prescribed in Reference (d), for all MEDLOG business functions in the following modules including, but not limited to: Customer Area Inventory Management (CAIM), Inventory Management (IM), Equipment Management (EM), Equipment Maintenance (MA), Assemblage Management (AM), Systems Services (SS), and Facility Management (FM). These DMLSS modules provide a processing environment where personnel can accomplish automated processing for: inventorying, ordering, receiving, and issuing of materiel associated with medical operations, research, and support prescribed by the DHA mission.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. PROPONENT AND WAIVERS. The proponent of this publication is Deputy Assistant Director (DAD), MEDLOG. When Activities are unable to comply with this publication the activity may request a waiver that must include justification, to include an analysis of the risk associated with not granting the waiver. The requesting activity director or senior leader will submit the waiver request through their supervisory chain of command to the DAD, MEDLOG to determine if the waiver may be granted by the Director, DHA or their designee.

7. RELEASABILITY. **Cleared for public release.** This DHA-TM is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

8. EFFECTIVE DATE. This DHA-TM:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (c).

9. FORMS. DD Form 1348-1A, Issue Release/Receipt Document, can be found on the internet at: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1348.pdf>.

/S/  
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2. Responsibilities
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REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013, as amended
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” August 21, 2015, as amended
- (d) DHA-Procedural Instruction 6430.04, “Use of the Defense Medical Logistics Standard Support (DMLSS) as the Authoritative Information System (IS) of Record for the Medical Logistics (MEDLOG) Enterprise Activity (EA),” December 20, 2019
- (e) United States Code, Title 10, Section 1073c
- (f) DHA-Procedural Instruction 6430.02 “Defense Medical Logistics (MEDLOG) Enterprise Activity (EA),” September 27, 2018
- (g) DoD Directive 6000.12E, “Health Services Support,” January 6, 2011, as amended
- (h) DoD Instruction 6430.02, “Defense Medical Logistics Program,” August 23, 2017
- (i) DoD Instruction 8500.01, “Cybersecurity,” March 14, 2014, as amended
- (j) DoD Instruction 8510.01, “Risk Management Framework (RMF) for DoD Information Technology (IT),” March 12, 2014, as amended
- (k) United States Government Accountability Office Manual, “Federal Information System Controls Audit Manual (FISCAM),” February 2, 2009
- (l) DHA-Procedural Instruction 8100.01, “Information Security Compliance for Defense Health Agency Financially Auditable Information Systems,” January 12, 2021
- (m) DHA-Procedures Manual 6430.03, “Medical Logistics Materiel Quality Procedures,” January 13, 2021

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. Under the authority, direction, and control of the Under Secretary of Defense for Personnel Readiness and the Assistant Secretary of Defense for Health Affairs, and in accordance with DoD policies and issuance, the Director, DHA will assign all DHA Headquarters Staff elements and DAD, DHA MEDLOG to implement this DHA-TM in accordance with References (b), (e), and (f).
  
2. DAD, DHA-MEDLOG. The DAD, DHA MEDLOG or designee must perform oversight of the delivery of all MEDLOG business functions at DHA Components in accordance with References (e) and (g).
  
3. DHA MEDLOG PERSONNEL. DHA MEDLOG personnel must follow the instruction (Customer Support Teams, Divisions, Training, etc.) as appropriate for each volume of this DHA-TM.
  
4. DIRECTORS, DHA COMPONENTS. The DHA Component Directors must:
  - a. Ensure DHA Component implement this DHA-TM.
  
  - b. Ensure compliance with this DHA-TM.
  
  - c. Ensure the DHA Component Director, MEDLOG maintains and accounts for all accountable medical and dental property and financial records on the stock record account in DMLSS.
  
  - d. Use the following DMLSS modules including, but not limited to: CAIM, IM, EM, MA, AM, SS, and FM.
  
  - e. Appoint a DMLSS Systems Administrator (SA) in writing; may delegate by direction signature authority to DHA Component Chief, MEDLOG as necessary.
  
  - f. Implement procedures, guidance, and instructions for this DHA-TM.
  
5. CHIEF, MEDLOG, DHA COMPONENT. The Chief, MEDLOG, DHA Component must:
  - a. Maintain and account for all accountable medical and dental property and financial records on the stock record account in DMLSS.

b. If designated by Director in section 5.c. of this enclosure, appoint DMLSS System Administrator (SA) in writing.

6. DMLSS SA, DHA COMPONENT. The DMLSS SA, DHA Component will:

a. Establish, manage, and maintain DMLSS user accounts, role, and privileges. The least-privilege principle must be followed when creating or modifying user accounts.

b. Ensure system backups and maintenance tapes are installed at pre-defined periodic intervals and perform manual backup procedures as necessary as provided in future DHA-TM DMLSS Volume 2, System Administration.

c. Monitor the DMLSS Communications Management functionality to identify and resolve transmission errors.

d. Follow database auditing procedures as defined in the DMLSS SA guide.

e. Coordinate with DHA Component Information Systems to house DMLSS hardware and install and update DMLSS system software, as required.

f. Create and manage DMLSS tutorial databases.

g. Review DMLSS advisory notices and notify local users as required.

7. DHA COMPONENT PERSONNEL. DHA Component personnel will utilize instructions provided in this DHA-TM as needed for DMLSS maintenance, access, and/or transactions.

ENCLOSURE 3

PROCEDURES

1. SCOPE. This chapter provides information on standard DMLSS reports and inquiries contained in the IM, AM, CAIM, Customer Support, EM, MA, and SS applications. Use this chapter to view a brief description of each report, including its purpose, content, and use. Note: Printed versions of DMLSS user reports should be appropriately safeguarded and only shared with those having a valid need-to-know.

2. REPORT TYPES. DMLSS provides standard reports or inquiries contained in each application, as well as ad-hoc type reporting via Business Objects.

a. Standard Report. A standard report is a collection of data presented automatically on a periodic or event-driven basis. Reports represent the status at that point in time and/or present data of a historical nature. The data is presented in a standardized format and cannot be manipulated. Standard Reports essential for the effective management of the activity are prepared automatically. Standard Reports are produced for local DHA Component management, and to meet the requirements of higher headquarters reporting.

b. Standard Inquiries. Standard inquiries are similar to reports in that the inquiry presents data in a standard pre-programmed format. Inquiries are not produced automatically on a periodic schedule. Instead, inquiries are produced only when the user requests the information.

c. Ad-Hoc Reports. In addition to standard reports and inquiries, the DMLSS supports ad-hoc reporting via a commercial off-the-shelf application, currently Business Objects, which allows users to build queries from which they can generate reports and perform analysis using their own business terms. Several standard/canned reports exist in Business Objects to assist local management and other higher headquarters reporting.

3. ACCESS TO STANDARD REPORTS AND INQUIRIES. Standard reports are run in DMLSS with criteria that are already set. Select “Reports” on the horizontal toolbar or select “Reports” on the navigation toolbar to run a standard report in each module. In the “Report List” window, a listing of all standard reports can be viewed, printed, and saved.

4. INVENTORY MANAGEMENT (IM) REPORTS. Selected IM Reports are as follows:

a. American Hospital Formulary Service (AHFS) Classification Detail. This report provides details on AHFS pharmaceutical receipts processed in the specified date range.

(1) Content. Use the selection screen to identify IM, customer, or all external purchases, as well as inclusive dates and the specific AHFS codes for the search. This report displays by AHFS code the items purchased, total cost, total units, and total for the AHFS class.

(2) Use. Inventory managers may use this list to research receipts by AHFS code and provide this management data to the Pharmacy.

b. American Hospital Formulary Service (AHFS) Classification Summary. The AHFS Classification Summary Report provides summary information on AHFS pharmaceutical receipts processed in the specified date range.

(1) Content. On the criteria selection screen select IM, customer, or all external purchases. Specific AHFS codes may also be selected to be included within the search. This report displays the total cost for each AHFS code during the specified date range.

(2) Use. Inventory managers may use this list to research receipts by AHFS code and provide this management data to the Pharmacy.

c. Adjusted Unit of Issue (U/I) Report. The Adjusted U/I Report identifies all catalog records that have been configured with an adjusted U/I.

(1) Content. This report displays Item identification (ID), short item description, price factor, unit of purchase (U/P), U/P quantity, unit of sale (U/S), and U/S quantity.

(2) Use. This report gives the manager visibility of catalog records with an adjusted U/S in order to fit the needs of the customer, maximize stock rotation, and consumption.

d. Aged Due-in–Assemblage Management (AM). The AM Aged Due-in report provides detailed information on requisitions for assemblages that are overdue according to the procurement lead time for a given item.

(1) Content. There are many options available on the report selection criteria screen to select. These options include organization, assemblage, delinquent days, project code, Source of Supply (SOS) type, SOS, priority, status code, and critical code. This report is separated by organization and assemblage and includes requisition information for each item also including the days delinquent, date ordered, and average pipeline time.

(2) Use. This list shows management and status information from each due-in selected. Use this report to determine delinquent orders that require immediate follow-up action.

e. Aged Due-in–Inventory Management (IM). The IM Aged Due-in report (Figure 1) provides detailed information on requisitions for IM that are overdue according to the procurement lead time for a given item.

AGED DUEIN REPORT - IM												Current Date: 17-May-2011	
SOS	Item ID	Item Desc				DueIn Total	Dueout Total	CII	Strat Type	U/P	AVG PLT	OH Qty	
Days Delinq	Date Ordered	Est Shp Date	Contract Number	Call Number	Ext. Doc Number	Document Number	Ref CD	U/P Price	Prio rity	Stat	Stat Date		
PVM	6505001538480	HYDROGEN PEROXIDE HM 3% SOL 16O2				12	0		OPR	EA	2	0	
39	04/06/2011		SPM20005D6203	FM52		FM440710960274	R	0.65	13	ID	04/06/2011		
PVM	6510009355820	2" ACE MEDC BANDAGE ELASTIC, 10S				2	0		OPR	BX	12	0	
37	03/29/2011		SPM20005D6203	FM34		FM440710880211	R	5.78	13	ID	04/06/2011		
PVM	6510009355822	BAND ELAS 4IN X 4.5YD 12S				6	0		OPR	BX	6	0	
35	04/06/2011		SPM20005D6203	FM51		FM440710960269	R	8.85	13	ID	04/06/2011		

Figure 1. Aged Due-in–Inventory Management Report

(1) Content. The report selection criteria screen options include stratification type(s), SOS Type, SOS, days delinquent, status, and priority code. This report displays each due-in with its requisition information to include days delinquent, date ordered, contract, and call number. Due-ins are separated by SOS.

(2) Use. This list shows management and status information from each due-in selected. This report can be used by acquisitions personnel to view IM requisitions that have become delinquent and require immediate follow-up action.

f. Aged Due-in Summary. The Aged Due-in Summary report (Figure 2) provides summary information on active due-ins and categorizes them based on the age of the due-in.

<b>Aged Due-In Summary Report</b>							
All Orders					Current Date : 17-May-2011		
SOS	Days Old					Ave. Age	Ord/Ship Time
	1-15	16-30	31-60	61-90	over 90		
L3C - IMMUCOR INC [R]	0	0	1	0	0	50.00	30
L60 - WELCH ALLYN [PVM]	0	0	5	0	0	43.80	30
L61 - SAMMONS-PRESTON/PATTERSON MEDICAL	0	0	3	0	0	41.00	30
L7Q - STERIS CORP/PARTS DEPT [R]	0	0	2	0	0	41.00	30
L86 - COOPER SURGICAL [PVM]	0	0	1	0	0	43.00	30
LAE - ADEC, INC [R]	0	0	1	0	0	42.00	30
LDM - KERR CORPORATION	0	0	0	0	1	236.00	30
LET - SIEMENS HEALTHCARE DIAGNOSTICS, INC.	0	0	1	0	0	43.00	30
LEX - HERMAN MILLER, INC [R]	0	0	0	0	3	232.00	4
LFF - FISHER SCIENTIFIC CO.L.L.C [ECAT]	0	0	1	1	0	62.00	30
LJV - HENRY SCHEIN, INC [ECAT]	0	0	1	1	0	64.50	30
LKI - BRASSELER USA [ECAT]	0	0	5	0	0	42.00	30
LMY - MATTHEWS MEDICAL BOOKS [R]	0	0	0	1	0	61.00	30
LPR - BASE CONTRACTING	1	0	1	3	24	224.48	45
LRN - REMEL INC / FISHER HEALTHCARE [R]	0	0	23	0	1	46.35	30
LS2 - GLAXOSMITHKLINE [PVP]	0	0	0	1	0	70.00	30
LTJ - THOMAS SCIENTIFIC [ECAT]	0	0	1	0	0	53.00	30
LUQ - ADVANCED SCIENTIFIC SUPPLY [R]	0	0	7	0	5	113.75	30
LZU - HOSPIRA INC (WAS ABBOTT) [PVM]	0	0	1	0	0	41.00	30
OGR - V. A. LOGISTICS CENTER [R]	0	0	0	0	7	765.00	30
PVM - OWENS & MINOR [PVM]	3	0	83	5	6	57.40	30
PVP - BERGEN BRUNSWIG DRUG COMPANY [PVP]	7	1	684	95	21	51.09	3
S9T - DEFENSE SUPPLY CENTER [DLA]	0	0	0	0	2	302.00	30
SMS - DEFENSE DEPOT MEMPHIS [DLA]	0	0	13	0	117	144.71	4
<b>TOTAL</b>	15	4	974	115	195	69.61	

END OF REPORT

Figure 2. Aged Due-in Summary Report

(1) Content. The report selection criteria screen prompts the user to select AM, IM, or All Orders. The report results list each SOS with an active due-in, along with day's old, average age, and order/ship time. The Days Old column is divided into 5 categories: 1-15, 16-30, 31-60, 61-90, and over 90 days. The total number of due-ins for each category is listed at the bottom of the report. Detailed information for each due-in can be viewed by conducting a due-in search.

(2) Use. This report provides acquisition managers with an overview of the total number of due-ins by SOS, along with the age category. Analyze each SOS for possible overage trends and perform follow-up actions where applicable.

g. Aged Due-Out Summary. The Aged Due-Out Summary report provides summary information on active due-outs.

(1) Content. This report contents include totals for active due-outs 1-15, 16-30, 31-60, 61-90, and over 90 days old by Element of Resource (EOR) by customer. The total and average age is also listed for each customer.

(2) Use. This report provides acquisition managers with an overview of the total number of due-outs by customer, along with the age category. Analyze each customer's due-outs for possible trends. Note: Aged due-outs often have a direct connection to aged due-ins.

h. Aged Sales Summary. The Aged Sales Summary report displays how quickly customer demands are being satisfied. The criteria selection screen defaults to a date range of the previous month, but this can be adjusted.

(1) Content. This report lists totals for sales 1-15, 16-30, 31-60, 61-90, and over 90 days old by EOR by customer. The total and average age is also listed for each customer. Every issue sale, issue non-routine, and back-order release issue sales transaction that happened during the selected time period is counted.

(2) Use. This report can be used to view how well customer demands were met during a specified time period. Analyze each customer's demand/issue history for possible trends.

i. Catalog Discrepancy. This report displays the site's reported catalog discrepancies. It lists active and/or closed discrepancies for up to 12 months past final resolution.

(1) Content. Use the report search criteria window to select the desired results. Each result shows the Item ID, tracking ID, sequence ID name, date, submitter, disposition, along with the current and proposed change(s).

(2) Use. Acquisition managers use this report to view the status of reported catalog discrepancies.

j. Commercial Returns Call Status. The Commercial Returns Call Status report displays the current status for each commercial returns call number.

(1) Content. Use the search selection criteria screen to select the desired call number(s). The scope may be set to either IM or AM and the report type may be set as either detail or summary. The detailed summary report is broken down by call number. Each call number has a column for current status, number of items, value, and credit. The summary report displays a list of selected call numbers with number of items, value, credit, and cost information. The last page of the report displays the total for all selected call numbers.

(2) Use. Acquisition managers can use this report to review status and check for incomplete calls.

k. Contract Call Register. The Contract Call Register report displays all of the call numbers used against current or expired contracts.

(1) Content. This report displays each call number by SOS, with the number of line items, total dollars, organization, User ID, and date of order.

(2) Use. This report can be used to validate contract call information and account for total line items and dollars spent per SOS and call number.

l. Contract Payment Card Status. The Contract Payment Card Status report displays all of the contract payment card status.

m. Contracted Items Comparison Report. This report displays items with usage that are being purchased by the facility, but they are available on contract with a potential cost savings.

(1) Content. Use the search selection criteria screen to select the item type, contract type, and from and to dates. The report displays Item ID, product ID, description, U/P and U/S, contract, quantity purchased, sum of purchases and potential savings. Note: When a user selects Uniform Formulary Contracts (UFC), the system compares items with demand during the specified period that are currently purchased from other sources or other contract vehicles. The system returns acceptable equivalent items with a contract type code of UFC so the user can change to the UFC item.

(2) Use. Acquisition managers can use this report to research potential savings by contract. Use this listing with other resources to optimize acquisition costs.

n. Customer Hazardous Material. The Customer Hazardous Material report displays hazardous items that have been issued to customers.

(1) Content. Use the criteria selection screen to enter the desired date range. The report displays by customer the hazardous material Item ID, short item description, quantity, and U/S.

(2) Use. Inventory managers use this report to manage on-hand (O/H) hazardous material. Verify availability of proper Material Safety Data Sheets. It can also be used to notify Bioenvironmental Engineering Services of all hazardous material sales. Note: The Customer Hazmat File in IM Utilities creates a similar hazardous materials file that may be provided to the Bioenvironmental Engineering staff or other official requesting activity.

o. Customer Organization. The Customer Organization report identifies all customers within the DHA Component. This report provides a listing of contact and expense/project center(s) information for all service/customers.

(1) Content. This report includes point of contact, phone number, fax number, e-mail address, mailing address, and expense/project center information for each customer ID.

(2) Use. This report can be used to view a list of all customer point of contact information recorded in DMLSS.

p. Delinquent Purchase Card Reconciliation Report. The Delinquent Purchase Card Reconciliation Report (Figure 3) displays a list of delinquent Government Purchase Card reconciliations based upon two categories: Part I–Closed orders that have not been reconciled by

the cardholder for a specified period of time, and Part II–Reconciled orders that have not interfaced with Finance.

<b>Delinquent Purchase Card Reconciliation Report</b>						Current Date: 17 May 2011
Part 1 - Closed Orders not Reconciled since: 18 Mar 2011						
For Purchase Card Holder: janet						
Account Number	Contract Call Num	Order Close Date	SOS	Supplier Name	Purchase Card Approving Official	
NET01	0001	12/07/2010	260	EGRABBER / PRODEX TECHNOLOGIES	horse	
NET01	0004	11/08/2010	LET	SIEMENS HEALTHCARE DIAGNOSTICS, INC.	horse	
NET01	0007	06/23/2010	1Z3	AFWAY.AF.MIL	horse	
NET01	0012	01/18/2011	0SS	FITZCO INC [R]	horse	

Figure 3. Delinquent Purchase Card Reconciliation Report

(1) Content. The search criteria selection screen defaults to search for closed orders not reconciled more than 60 days ago, and 30 days ago for reconciled orders not sent to Defense Finance and Accounting Service (DFAS). The option to search by cardholder or approving official is available. The report contains the account number; contract call number, order close date, SOS, and purchase card Approving Official.

(2) Use. Approving Officials and cardholders must use this report to view purchase card requisitions that have closed and require reconciliation or have been reconciled but not sent to DFAS.

q. Destruction. The Destruction report allows the retrieval of destruction records for viewing or reprinting.

(1) Content. Destruction documents may be searched by Item ID, document number, and date range. This report includes date and signature lines for environmental health certification, the destruction officer, and two witnesses.

(2) Use. This report is produced as a result of a user processing a destruction against an item. The system prompts users to print destruction documents when closing the Destruction window. If “No” is selected, users can access this report to reprint the documents. The procedures can be found in the DHA-TM DMLSS, Volume 3, Catalog Records.

r. Expense Center End-of-Month (EOM) Fund Balance. The Expense Center EOM Fund Balance report displays a specified Expense Center’s EOM closing balances. This report is produced during monthly end-of-period (EOP) processing.

(1) Content. Use the report selection criteria screen to select the Expense Center(s) and Month and Year. This report resembles the Expense Center detail screen in SS. The total balances for the Expense Center are shown, along with a break for each EOR.

(2) **Use.** This report can be used to ensure the availability of funds and validate available balances.

s. **Failed Military Medical Treatment Facility (MTF) Catalog Changes.** This list identifies failed MTF Catalog changes.

(1) **Content.** Use the report selection criteria to specify the “As of Date”. This report displays the Item ID and description, U/P code, U/P price, and error message.

(2) **Use.** This report should be used to determine if additional catalog change updates are required.

t. **Fill Rate.** The Fill Rate report provides quantity and percentage of fills as specified for supplier, customer, or as a summary.

(1) **Content.** Use the report selection criteria to choose the scope of either supplier, customer, or summary. Also select the “From” and “To” dates and suppliers. This report displays filled and unfilled quantities/demands, and fill rate quantity/demand percentages.

(2) **Use.** Managers’ use fill rate data as a management indicator. The fill rate indicates the amount of filled issue requests expressed as a percentage. These figures are based upon the amount of line items requested for issue divided into the number of line items issued as a partial or complete issue for records with a stock control level.

u. **Hazardous Material.** The Hazardous Material Report (Figure 4) identifies items that have O/H balances that are coded as hazardous.

<b>Hazardous Material Report</b>						
				Current Date:	17-May-2011	
Item ID	Short Item Description	Strat State	Strat Type	U/P	Haz Mat Cd	Qty
6135009857845	BATTERY,NONRECHARGEABLE AA 24S	SER	OPR	PG	Y	144
6135013018776	BATTERY,NONRECHARGEABLE, AA SIZE	SER	OPR	EA	Y	10
6135014470950	BATTERY,AA, NONRECHARGEABLE	SER	OPR	PG	P	49

Figure 4. Hazardous Material Report

(1) **Content.** The report scope may be set to view hazardous material by IM, AM, or CAIM, and the report contents include Item ID, U/P, Hazardous Material code, quantity, and stratification type.

(2) **Use.** Inventory managers use this report to manage O/H hazardous material. Validate the items on this list with those on the Enterprise Environmental, Safety, and Occupational Health Management Information System Hazardous Material Authorization List.

v. Inventory Adjustment Voucher (IAV). The IAV (Figure 5) Report allows IAVs to be printed from transaction history.

Inventory Adjustment Voucher													
Org ID: FM4407		Org UIC:		Org Description: MEDICAL MATERIEL									
Current Date: 17-May-2011													
Item ID Item Description	Strat Type	Strat State	Commodity Class	U/S	U/S Price	Gain		Loss		Trans Type	Document Number	User ID	Date
						Qty	\$ Value	Qty	\$ Value				
6515003245500 DEPRESSOR TONGUE 100S	OPR	SER	SUPPLY-EXPENDABL MEDICAL	PG	\$1.14	90	\$102.60			IAG	FM440711118000	R_PROUT	21-Apr-2011
6515003245500 DEPRESSOR TONGUE 100S	OPR	SER	SUPPLY-EXPENDABL MEDICAL	PG	\$1.14	5	\$5.70			IAG	FM440711038000	R_PROUT	13-Apr-2011
6530L400046 VIAL PRESCRIPTION AMBER PLASTI	OPR	SER	SUPPLY-EXPENDABL MEDICAL	CS	\$133.42	1	\$133.42			IAG	FM440710768161	BRUENEMA	17-Mar-2011
											Author Purpose: PHARMACY MEANT TO ORDER 1 BUT ORDERED 2 CASES. THIS ITEM NEEDS TO BE STORED IN OUR STOCK AT		
												<b>Total Gain:</b>	<b>\$241.72</b>
												<b>Total Loss:</b>	<b>\$0.00</b>
												<b>Net Gain/(Loss):</b>	<b>\$241.72</b>
Certifying Official _____				Date _____		Approving Authority _____				Date _____		Page 1 of 1	
End of Report													

Figure 5. Inventory Adjustment Voucher

(1) Content. Use the report options to select an Item ID and/or date range to be entered. This report displays items that were adjusted, along with the type of adjustment, i.e., inventory adjustment loss, or inventory adjustment gain. The prices, quantity, document number, inventory type, date, and User ID are also displayed. Located at the bottom of the report are signature blocks for the certifying official and approving official.

(2) Use. Use this option to print or reprint the formal IAV resulting from a finalized inventory. DMLSS inventory adjustment procedures can be found the DHA-TM DMLSS Volume 2, Inventory Management. Verify each line item on the document. Obtain the signature of the certifying and approving officer on the last page of the document. Keep on file and maintain in accordance with Military Service policy for supporting documents.

w. Inventory Management (IM). This report contains management indicators for static levels, operating stock, and economic retention.

(1) Content. The IM Report is divided into five different Dollar of Annual Sales categories. Each line contains level quantities with respective dollar values and percentages for static levels, operating stock, and economic retention.

(2) Use. Use this report as a management tool to review the quality of IM practices.

x. Inventory Shipment Gain/Loss DD Form 1348-1A, Issue Release/Receipt Document.

This report provides the capability to print DD Form 1348-1A documents from processed gains and losses in transaction history.

(1) Content. Use the report criteria selection screen to select a search by either gain or loss transaction. These options include Item ID, document number, and date range. A minimum of one selection criterion is necessary for results.

(2) Use. Use this option to print or reprint a DD Form 1348-1A as a result of a shipment gain or loss.

y. Issue/Turn-in Summary Report. The Issue/Turn-in Summary lists detailed item and cost information for LOG issue and turn-in transactions, turn-in reversals, issue reversals, and purchase card adjustments (PCA) for selected customers for a prescribed period of time.

(1) Content. Use the report options to select customer(s) and date range. The report is divided into sections to include issues, issue reversal, turn-ins, and PCAs.

(a) Section A–Issue. Displays all issued to the customer.

(b) Section B–Issue Reversal. Displays all issues that were reversed.

(c) Section C–Turn-In. Displays all items that were turned in.

(d) Section D–Turn-In Reversal. Displays all turn-ins that were reversed.

(e) Section E–PCAs. Displays all purchase card adjustments for items issued. Note: PCAs are not generated by customers. PCAs are generated by Government Purchase Card holders to account for unknown shipping costs at the time of order. They should not be used as a price correction tool.

(2) Use. This report can be used to review all issue and turn-in transactions for selected customers based on specified criteria. Custodians can use this document to review and validate their back orders (B/O). LOG managers can review this report to see what customers are buying, i.e., poor ordering practices, nonmedical customers should only purchase medical items, etc.

z. Item Gains/Losses. This report provides the capability to print all gain/loss transactions processed within a specified date range.

(1) Content. Use the report options to enter Item ID and date range. The report contains Item ID and transaction type (for example “DDL”, “CRL”, “IAG”, “TIG”, or “TZL”), along with price, quantity, document number, inventory type, date, and User ID.

(2) Use. Inventory managers can use this report to review gains and losses and check for required documentation.

aa. Items with Location of “None.” This report identifies items that have a default entry of “None” as the assigned inventory location.

(1) Content. The report contents include Item ID, item description, level, and quantities O/H. O/H quantities are broken down by stratification type and state.

(2) Use. Use this list to reconcile items without an assigned location. Working this list helps minimize warehouse refusals.

ab. Logistics (LOG) Back Order. The LOG Back Order Report (Figure 6) lists detailed item and cost information for current LOG due-outs for selected customers).

LOG Back Order Report								Current Date: 17-May-2011	
Customer : 3V5112		Customer Name : VOLK FIELD							
Item ID	Short Item Description	Ref Code	B/O Qty	U/P	U/P Price (\$)	Document Number	Status	B/O Value(\$)	
00440807020	PHENAZOPYRIDINE HCL TABS, 100M R	R	1	EA	3.00	3V511210340013		\$3.00	
6505014437607	BISMUTH SUBSALICYLATE	R	12	PG	4.23	3V511210760107		\$50.76	
6665014948725	BIO-SAMPLING KIT	R	6	EA	82.20	3V511210340134		\$493.20	
7610LRM059	EPIDEMIOLOGY AND PREVENTION, 1 R	R	1	EA	38.00	3V511210350030		\$38.00	
8135013862322	SHRINK WRAP FOR MACHINE 20IN X R	R	1	RO	67.85	3V511210340068		\$67.85	
<b>Total Dollars :</b>								\$652.81	
<b>Total Line Items:</b>								5	
<p>I CERTIFY THAT EACH BACK ORDER ON THIS REPORT HAS BEEN REVIEWED AND IS STILL A VALID REQUIREMENT UNLESS CANCELLATION ACTION IS INDICATED.</p>									
<p>SIGNATURE : _____ GRADE: _____ TITLE: _____ DATE: _____</p>									

**Figure 6. Logistics Back Order Report**

(1) Content. Use the report options to select the customer(s). Report contents include Item ID, item description, refund code, B/O quantity, U/P price, document number, status, and B/O value.

(2) Use. Acquisitions managers and customers should use this report to review aged due-outs and validate customer requirements.

ac. Logistics Inventory Balance Report. This report lists current inventory balances by selected stratification states and for selected items.

(1) Content. Use the report selection criteria window to select desired stratification states and Item IDs. This list displays Item ID and description, U/S and price, storage area and location, level, and total O/H. O/H balances are divided into separate balances by stratification state.

(2) Use. Use this report as a management tool to view stratification states of a selected items or the overall quality of the inventory and management practices. Supervisors may use this report to determine if potential excess or excessive ordering practices exist. Users may review potential excess balances with customers.

ad. Missing Medical Materiel Quality Control (MMQC) Messages. This report lists MMQC messages that have not been received. MMQC messages may also be referred to as Hazard Alert and Recall (HAR) messages and will be referred to as MMQC/HAR messages in this document.

(1) Content. This report displays the file name of missing MMQC/HAR messages.

(2) Use. This list identifies missing messages by breaks in the number sequence of file names. DMLSS also sends an automatic message to the Joint Medical Asset Repository team when a MMQC/HAR message is missing. Typically, the MMQC/HAR message is received into the DMLSS inbox. Medical logisticians perform research of catalog records to determine whether the item has been received in the DHA Component, and notify any potential end user of the item(s). Whether the item has come through the DHA Component or not, the Patient Safety Officer is notified. If the item is in use, LOG obtains the item from the customer and takes any action(s) directed by the MMQC/HAR message. LOG will action the message in accordance with guidance Reference (m) and the future DHA-TM DMLSS Volume 5, Inventory and Quality Control.

ae. Monthly Due-in/Due-out Report. The Monthly Due-in/Due-out Report identifies the due-ins and due-outs that were sent to finance during the last EOM processing cycle.

(1) Content. Use the report selection criteria screen to retrieve due-ins, due-outs, or both. This report displays due-ins by SOS type code. The monthly due-out report is shown by project center. Total dollar figures are shown by EOR/expense center for current fiscal year (CFY) and prior fiscal year (PFY) due-outs.

(2) Use. LOG managers use this report for managerial oversight of their due-ins and due-outs.

af. Operating Business Data Report. This report displays data using the values stored in the Balance in DFAS tables.

(1) Content. The report reflects CFY and PFY data and contains management data such as daily and monthly sales, cost of goods sold, days of stock O/H, inventory turnover rate, receipts vs. sales, and sales vs. cost. Use this report to display values as line graphs representation of the data.

(2) Use. This report, coupled with the Balance in DFAS report, provides a snapshot view as of the EOM for the PFYs and CFYs. The data should be utilized to identify positive or negative trends and can be easily graphed.

ag. Pending Contract Payment Card Status

ah. Pending Issue by Customer. The Pending Issue by Customer report identifies sales that have been deducted from inventory but have not yet been received by a customer.

(1) Content. This report displays pending issues by customer. The Item ID, document number, quantity picked, unit, and extended prices are shown.

(2) Use. Inventory managers produce this report as needed to identify pending issues by customer. If the customer has verified receipts turned off, then one of two cases apply:

(a) IM has not processed a delivery list yet, or

(b) Auto Receipts Failed for the customer. This report may be used to validate the entry on Line 16 of the Inventory in DFAS Business Objects report.

ai. Prime Vendor (PV) Back Order Report. This report identifies backordered items from the PV.

(1) Content. The PV Back Order Report displays management data including Item ID and description, quantity ordered and backordered, document number, PV order number (PVON), and estimated ship date.

(2) Use. Acquisition managers use this report to view all PV Medical/Surgical B/Os. Perform follow-up action(s) where applicable.

aj. Prime Vendor (PV) Credit Account Activity. This report lists the current credit account balance and changes posted for a selected PV during the selected time period.

(1) Content. Use the report selection criteria screen to select AM or IM, the desired SOS, and “From” and “To” dates. This report shows amounts, adjustment reasons, call numbers, dates, and User IDs for any activity within the requested dates.

(2) Use. Use this list to verify and document PV credit activity.

ak. Prime Vendor (PV) Usage Report. The PV Usage Report shows monthly usage for each item requested from the PV. This report is unofficial. For official PV usage rates, go to Defense Medical Materiel Online.

(1) Content. Use the report selection criteria screen to select the desired SOS and Item ID(s). The Vendor Item Number (VIN), type Item ID, Item ID, monthly usage, delivery method, User ID, and date sent are displayed. Monthly usage is a total of the primary and secondary vendors usage.

(2) Use. Acquisition managers may use this report to review PV usage. Also, it can be given to the PV Pharmacy representative and used to assist PV in establishing stockage levels in the local distribution center.

al. PV Usage Summary Report. This report provides monthly usage by VIN and corresponding Item ID.

(1) Content. This summary displays VIN, type Item ID, monthly usage, and date sent.

(2) Use. This report may be given to the PV Pharmacy representative and used to assist PV in establishing stockage levels in the local distribution center.

am. Prime Vendor/Electronic Catalog (ECAT) Research. This report lists pharmaceutical and supply items purchased during the selected time period from Contracting Office (code "CON"), Non-contracted (code "NON"), Decentralized Blanket Purchase Agreement (code "DBP"), or Blanket Purchase Agreement (code "BPA") suppliers.

(1) Content. Use the report selection criteria screen to select the scope, From and To dates, and other report options. The management data displayed includes Item ID and description, vending number and SOS, quantity and number of times received, and the last received date field.

(2) Use. IM personnel can use this report to help identify items that may be more efficiently purchased from PV or ECAT sources.

an. Prime/Sub. The Prime/Sub Report lists items that have an operating prime/sub relationship established.

(1) Content. Use the report selection criteria screen to select operating type and the selected item(s). The prime and substitute items are displayed, along with operating type and prime/sub ratios.

(2) Use. Acquisition managers can use this report to identify and manage those items that have a prime/sub relationship.

ao. Project Center End-of-Month (EOM) Fund Balance. The Project Center EOM Fund Balance report displays a specified project center's EOM closing balances. It is produced during monthly EOP processing.

(1) Content. Use the report selection criteria screen to select the project center(s) and Month/Year. The report resembles the project center detail screen in SS. The total balances for the project center are shown, as well as each EOR.

(2) Use. This report can be used to verify project center balances. Upon request, this report can be sent to Resource Management or to a cost center manager.

ap. Purchase Request Follow-Up. After selecting this report, enter the desired Date From and Date To dates in order to access the results.

(1) Content. This report contains the lead document number, document number, file ID, quantity, U/P code, U/P price, created date, Item ID, and description.

(2) Use. This report may be used to create a follow-up list for purchase requests that are still pending award.

aq. Receipt Discrepancy. This report shows shipment discrepancy information for the selected supplier and/or document number.

(1) Content. Use the report selection criteria screen to select the SOS, Begin and End Dates, or specific document numbers. This report shows all the management data needed to manage the discrepancy including item, document number, invoice and contract information plus the quantities ordered, shipped, and received.

(2) Use. Inventory managers may use this information to track receipt discrepancies individually or by SOS.

ar. Receipt by Supplier Type. This report summarizes data based on receipts processed during the selected time period.

(1) Content. This report shows item quantity, order quantity, dollar value, and supplier number associated with receipts in two views. The first view is by supplier type. The second view is by payment type. In this view, electronic funds transfer payment type is defined as any purchase from Contracting Office (code "CON"), Non-contracted (code "NON"), Decentralized Blanket Purchase Agreement (code "DBP"), or Blanket Purchase Agreement (code "BPA") vendors that did not use a purchase card (i.e., invoice is sent to DFAS for payment.).

(2) Use. This report serves as an excellent tool to gauge whether e-commerce sources are being used to their fullest extent.

as. Returns. The Returns Document (Figure 7) provides a record of returns used to track quality problems, justify stock level changes, and support fund levels. A reversed return creates a separate Returns Report.

Return Document									
Org ID: FM4407 Strat Type: OPERATING					Org Description: MEDICAL MATERIEL Strat State: UNSERVICEABLE				
(REVERSAL)									
Returning Customer ID: M45886			Returning Customer Organization Name: 932ND AMDF				Return Date: 14-Jan-2011		
Receiving Source of Supply Code: EBC			Receiving Source of Supply Name: LOGISTICS SUPPLY						
Document Number	Item Id	Short Item Description	Location/Storage Area	CIIC U/S	U/S Price Code	Dmd Return Quantity	Total Refund Price Code	Credit	
FM440703138000	6505015835449	INFLUENZA VIRUS VAC		U VI	\$92.98	R 19	\$1,766.62	R	\$1,766.62
Reason for Return:									
Certifying Official: _____ Date: _____									

Figure 7. Return Document

(1) Content. A Return Document records the turn-in by displaying the organization, stratification type and state, the returning customer, document number, and item information, along with the return quantity, total price, and credit. A reversal is indicated just under the heading by the label (REVERSAL).

(2) Use. Use this document to print or reprint a return document.

at. Source Document Control Report. This report is used to compare source documents to processed transactions to validate data entry accuracy and to validate that all required source documents are available to support processed transactions. It lists all transactions that processed for the selected scope and time period.

(1) Content. This report can be produced in the reports section of IM at any time. On the report selection criteria screen, specify the date range and select the scope type. The scope of possible selections are: receipts/cancellations, orders, gains/losses, and funds. All transactions that have processed through DMLSS are shown on this report.

(2) Use. This report may be used to perform quality control daily on all transactions against source documents to validate data entry accuracy and that all required source documents are available to support processed transactions. If an error is found during quality control, the corrective action required should be annotated on the report. The document register produced from the next end-of-day cycle should be checked to make sure the corrective action has processed. For missing documents, contact the user who performed the transaction(s) and have them provide the documents needed. File in permanent document file after all quality control actions are completed.

au. Supplier Performance Report. This report identifies by supplier the estimated lead days, actual lead days, number of receipts, number of items cataloged, dollar value on hand, total value of sales, and turnover rate for the selected time period.

(1) Content. Use the report selection criteria to designate the desired supplier and inclusive dates. This report displays supplier, average lead times, sourced items, number of receipts, and total value.

(2) Use. Acquisition managers use this report as a tool for sourcing items to new SOSs if current pipeline times are inadequate.

av. Transaction Register (TR). The TR (Figure 8) shows catalog, balance, and transaction for selected MTF record(s).

Item ID	Short Item Description								Commodity Class		SOS	U/P	U/P Price Primary Iss Loc				
6520L95031131	TOPEX FLOURIDE GEL NEUTRAL PH SULTAN PIN								SUPPLY-EXPENDABLE MEDICAL		ECT	EA	17.17 NONE				
Beginning Balance Line - <u>Operating</u>										<u>Special Projects</u>							
Level	Duein	Dueout	Serv	Unserv	Susp	Rep	FDA	Duein	Serv	Trans Code	Transaction Date/Time	Ref Code	Customer ID	Rev Txn	Document Number	Org ID	User ID
0	2	2	0	0	0	0	0	0	0	RRD	4/18/2011 12:36:39	R		<input type="checkbox"/>	FM440702140324	FM4407	r_prout
		-2	2							BRS	4/18/2011 12:36:39	R		<input type="checkbox"/>	3H551110120144	3H5511	r_prout
Closing Balance Line - <u>Operating</u>										<u>Special Projects</u>							
Level	Duein	Dueout	Serv	Unserv	Susp	Rep	FDA	Duein	Serv								
0	0	0	0	0	0	0	0	0	0								

Figure 8. Transaction Register

(1) Content. Use the TR criteria screen to select the scope of IM, AM, or both; the report type; organization; Item ID; and From and To dates for the report. This report then calculates the inventory balances that existed for each selected item on the beginning date, and then lists those balances, all transactions that changed them, and the resulting ending balances. A Grand Total closing balance is available for each Item ID on the IM TR for both the AM and IM/AM Scopes for both report types.

(2) Use. The TR is used to validate balances and transactions of selected MTF records.

aw. Troubled Due-ins. This report identifies due-ins that have Troubled Due-in (code TD) as the last reported status.

(1) Content. The Troubled Due-in report displays the item, due-in, due-out, and O/H totals, as well as the document number, SOS, last status, and estimated ship date for the due-in.

(2) Use. Items with Troubled Due-in (code TD) status require aggressive management action due to the lack of updated status resulting from two successive (computer generated) follow-ups from DMLSS. Delinquent shipments also appear on this list. These items have not been received within the normal pipeline time after receiving ship status. Troubled due-ins are also sent to the inbox and actions should be taken to resolve these on a daily basis. Review the status of these due-ins to ensure the item is received in time to satisfy customer's needs or to prevent the item's O/H balance from falling below the determined safety level. If a review

indicates the item is not going to be received on time, a priority requisition may need to be submitted.

ax. Zero Balance Stocked Items. This report lists every stocked item that is currently at zero balance, grouped by supplier.

(1) Content. This report displays supplier, Item ID and description, location due-in and due-out quantities, level, and level type.

(2) Use. Inventory managers can use this report to monitor stock outages on items with levels. Aggressive action should be taken to resolve these stock outages.

5. ASSEMBLAGE MANAGEMENT REPORTS. Selected AM reports are as follows:

a. 1348-1A, Issue Release/Receipt Document. The 1348-1A report provides the capability to reprint DD Form 1348-1A documents.

(1) Content. On the report criteria screen, users may search by gain or loss transaction, Organization, Assemblage(s), Item ID, document number, and date range.

(2) Use. This report may be used to review and print DD Form 1348-1A documents from processed gains and losses in Transaction History.

b. Assemblage Management (AM) Equipment Requiring Data for Unique Item Identifier (UII) Report. This report lists equipment items that require data in order for a UII to be assigned.

(1) Content. Use the report selection criteria to identify Organization, Assemblage, and Data Required. The report displays the equipment item(s), along with what information is necessary for the UII and the date identified. Also, the totals for the selected criteria and totals for AM are included.

(2) Use. This report can be used as a snapshot to view all AM equipment items requiring data for a UII.

c. Assemblage Management (AM) Equipment with a Unique Item Identifier (UII) Assigned. The AM Equipment with a UII Assigned report lists active equipment records that have a UII assigned.

(1) Content. The report displays equipment by Item ID and lists the Equipment Control Number (ECN), customer, U/I, organization ID, and manufacture. The report summarizes totals for the selected criteria and for AM.

(2) Use. This report can be used to view AM equipment items that have all the required information entered and a UII is assigned.



assemblage and displays the total dollar requirement for all selected assemblages at the bottom of the report.

(2) Use. This report can be used to project the total dollar amount of critical and non-critical items needed to make an assemblage 100%. (Note: This report does not take into effect expired items or items that are expiring in the near future.)

g. Assemblage Funds Status Report. The Assemblage Funds Status Report (Figure 10) displays the CFYs fund status for each Org ID.

Assemblage Funds Status-Current FY							Current Date: 17-May-2011	
Org Id: FM4407								
Fund Number	Target Amount	Available Balance	Committed Amount	Obligated Amount	Receipt Amount	R -Sales	Return Amount	
<b>A5250</b>	<b>\$4,200.00</b>	<b>\$305.60</b>	<b>\$0.00</b>	<b>\$3,840.14</b>	<b>\$54.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
904-A-2-0 CASF EXPENDABLE MEDICAL SUPPLIES			\$0.00	\$3,840.14	\$54.26	\$0.00	\$0.00	\$0.00
<b>A5251</b>	<b>\$5,700.00</b>	<b>\$588.15</b>	<b>\$0.00</b>	<b>\$4,793.21</b>	<b>\$318.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
904-A-3-0 CASF EXPENDABLE MEDICAL SUPPLIES			\$0.00	\$4,793.21	\$318.64	\$0.00	\$0.00	\$0.00
<b>A5252</b>	<b>\$6,950.00</b>	<b>\$483.60</b>	<b>\$0.00</b>	<b>\$5,149.16</b>	<b>\$1,317.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
904-A-4-0 CASF EXPENDABLE MEDICAL SUPPLIES			\$0.00	\$5,149.16	\$1,317.24	\$0.00	\$0.00	\$0.00

Figure 10. Assemblage Funds Status Report

(1) Content. This report displays the fund number, assemblage, target amount available balance, committed and obligated amounts, receipt amount R-Sales, and return amount for each assemblage.

(2) Use. This report may be used to view real time funds status on all assemblages managed in DMLSS.

h. Assemblage Limiting Factors (LIMFAC) Consideration Report. This report identifies potential deployment LIMFAC for assemblages.

(1) Content. Use the search criteria selection screen to select the organization and assemblage(s). This report shows serviceable items that have expired, or expire within the next 6 months, and equipment that is inoperable or requires maintenance within the next 6 months.

(2) Use. This report can be used to review LIMFAC that may prevent assemblages from deploying as serviceable. Maintain a continuity file for LIMFAC.

i. Assemblage Physical Inventory Date Report. This report (Figure 11) displays the last inventory date recorded in DMLSS for all assemblages.

Assemblage Physical Inventory Date Report				Current Date: 17 May 2011
Org ID	Assemblage	Build Control Number	Assemblage Description	Last Inventory Date
DETPMI - PATIENT MOVEMENT				
	887 P 1 A		PATIENT MOVEMENT ITEMS	*Not on Record
FF66G0 - 932ND MDG SCOTT AFB				
	904 A 1 0	8003915	CASF EXPENDABLE MEDICAL SUPPLIES	24 Nov 2010
	904 B 1 0	8003918	25 BED CASF BASIC EQUIPMENT PACKAGE	24 Nov 2010
	904 C 1 0	8003919	CASF OPERATIONAL EQUIPMENT PACKAGE	24 Nov 2010
	904 D 1 0	8003917	25 BED CASF TENT PACKAGE	24 Nov 2010
	AMCP 0 1 0	8000916	ANTI-MALARIA/CHOLERA PROGRAM	24 Nov 2010
	BWCW 0 1 0	8000958	BIOLOGICAL/CHEMICAL WARFARE ANTIDOT	24 Nov 2010

Figure 11. Assemblage Physical Inventory Date Report

(1) Content. Use the report selection criteria screen to select the organization. The option to select a date to “Include Only Assemblages Not Inventoried Since” is also available. This report displays by Org ID each assemblage, along with the last inventory date. If an assemblage has an inventory date of “Not on Record,” an inventory has never been accomplished.

(2) Use. This report can be used to plan future inventories and develop an inventory schedule.

j. Assemblage Status. The Assemblage Status report (Figure 12) displays status for selected assemblages based upon user selected criteria.

Assemblage Status Summary Report - Current Allowance Quantities													Current Date: 17-May-2011
Criteria: All Items													
Rolled Up by Increment: NO													
Org ID: FM4407			Org UIC:			Org Description: 375TH MDG SCOTT AFB							
Assemblage ID: 886			Increment: A			Number: 1			Sub Assm: PD				
Build Control Number: 9002955			Description: HSMR IN PLACE PATIENT DECON CAPABILITY (PPDC) - PATIENT DECON			Assemblage Item ID:			Allow. Publication Date: *Not on Record				
Assemblage ERC:			Assemblage UTC: HLD0001			Project Code:			Ownership Code:				
Warehouse Location:													
Item Id	Short Item Desc	Critical Qty	U/S	US Price	Balances					Dollar Value			Stock%
					OnHand	Other	Def Qty	DueIn	Allow	OnHand	DueIn	Over/(Short)	
3910NCM061060	TVI CONVEYOR FOR NON-AMBULATORY PATI	2	EA	\$1,162.00	1	0	0	0	2	\$1,162.00	\$0.00	(\$1,162.00)	50%
3910NCM061061	TVI PATIENT TRANSFER BOARD	2	EA	\$190.00	3	0	0	0	3	\$570.00	\$0.00	\$0.00	100%
3920NCM061033	EQUIPMENT CART, TVI DECON SYS	1	EA	\$1,678.57	1	0	0	0	1	\$1,678.57	\$0.00	\$0.00	100%
4210001434471	HOSE,FIRE	1	EA	\$77.48	0	0	0	0	2	\$0.00	\$0.00	\$0.00	100%
4210NCM020815	FIRE HOSE 50' 1 1/2		EA	\$120.00	2	0	0	0		\$240.00	\$0.00	\$0.00	

Figure 12. Assemblage Status Report

(1) Content. Use the report selection criteria screen to select the desired organization and assemblage(s). There are many options that may be selected to customize the search. The contents of the report include Item ID, item description, critical quantity, U/S, U/S price,

balances, dollar value, over/short value, and stock percentage. Summary information by commodity class and overall material availability percentages are also provided.

(2) Use. This report can be used to view specified status information for all assemblages. It can help to identify shortages within an assemblage.

k. Assemblage Status Rollup. This report is similar to the Assemblage Status Report, but it enables multiple assemblages to be selected and viewed as one combined assemblage.

(1) Content. Balances from all selected assemblages are listed for each Item ID matching the selection criteria. Critical and non-critical items totals, as well as gross percentages, are located at the end of the report.

(2) Use. This report can be used to view status information from multiple assemblages and sub-assemblages that have been combined.

l. Assemblage Status Summary Report. The Assemblage Status Summary Report (Figure 13) is essentially a summary of dollar values and O/H percentages taken from the last page of the Assemblage Status Report.

Assemblage Status Summary Report - Current Allowance Quantities							Current Date: 17-May-2011
Criteria: All Items							
Rolled Up by Increment: NO							
Org ID: FM4407	Org UIC:	Org Description: 375TH MDG SCOTT AFB					
Assemblage ID: 886	Increment: A	Number: 1		Sub Assm: PD			
Build Control Number: 9002955	Assemblage Item ID:		Description: HSMR IN PLACE PATIENT DECON CAPABILITY (PPDC) - PATIENT DECON				
Assemblage ERC:	Assemblage UTC: HLD0001		Allow. Publication Date: *Not on Record		Ownership Code:		
Project Code:	Warehouse Location:						
Dollar Value							
Commodity Cls Nm	On Hand	Due in	Deferred	Allow	Over	Short	
PHARMACEUTICAL	\$3,586.80	\$0.00	\$0.00	\$3,690.60	\$0.00	(\$103.80)	
SUPPLY-DURABLE NON-MEDICAL	\$3,809.77	\$0.00	\$0.00	\$4,088.22	\$0.00	(\$248.49)	
SUPPLY-EXPENDABLE MEDICAL	\$41,231.20	\$0.00	\$0.00	\$42,192.20	\$26.00	(\$1,162.00)	
SUPPLY-EXPENDABLE NON-MEDICAL	\$930.67	\$0.00	\$0.00	\$845.63	\$0.00	\$0.00	
<b>Gross:</b>	<b>\$49,558.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,816.65</b>	<b>\$26.00</b>	<b>(\$1,514.29)</b>	
Total Assemblage Critical Items:	32						
Total Assemblage Non-Critical Items:	40						
<u>Detail Percentages (% of Total Allowance Quantities)</u>							
Critical Item Stockage %:	100%						
Non-Critical Item Stockage %:	99%						
Total Item Stockage %:	99%						
<u>Gross Percentages (% of Total Allowance Quantities)</u>							
Critical Item Stockage %:	99%						
Non-Critical Item Stockage %:	95%						
Total Item Stockage %:	97%						

Figure 13. Assemblage Status Summary Report

(1) Content. This report lists the summary information by commodity class and overall material availability percentages for assemblages.

(2) Use. This report provides general summary information on shortages and/or overages within an assemblage.

m. Assemblages Managed. The Assemblages Managed Report identifies all assemblages managed within DMLSS.

(1) Content. The report displays by Org ID each assemblage, along with its assemblage increment, assemblage description, and quantity. A total number of assemblages is provided for each Org ID, and a total for all organizations is provided at the end of the report.

(2) Use. This report provides an overall view of assemblages managed separated by organization.

n. Commercial Returns Call Status. The Commercial Returns Call Status report displays the current status for each commercial returns call number.

(1) Content. Use the search selection criteria screen to select the desired call number(s). The scope may be set to either IM or AM, and the report type may be set as either detail or summary. The detailed summary report is broken down by call number. Each call number has a column for current status, number of items, value, and credit. The summary report displays a list of selected call numbers with number of items, value, credit, and cost information. The total for all selected call numbers is displayed at the end of the report.

(2) Use. This report may be used to view the current status of commercial returns call.

o. Dated Items Detailed. The Dated Items Detailed Report (Figure 14) displays items in an assemblage that have expired or are set to expire within the selected time period.

Detailed Dated Items Report												
Criteria: 17-Jan-2011 to 17-May-2011										Current Date: 17-May-2011		
Org ID: FM4407		Org UIC:		Org Description: 375TH MDG SCOTT AFB								
Assemblage ID: 886				Number: 1								
Increment: A				Sub Assm: PD								
Build Control Number: 9002955				Assemblage Item ID:								
Description: HSMR IN PLACE PATIENT DECON CAPABILITY (PPDC) - PATIENT DECON												
ERC:												
Project Code:				Ownership Code:								
Warehouse Location:												
Item ID	Description	U/S	U/S Price	Location	Sub-Location	Strat State	Manufacturer	Lot #	Exp Date	Revised Exp. Date	On Hand	\$ Value
6505001181914	LOMOTIL 2.5 MG TAB 100 UD	BX	\$20.76	NONE		FDA			5/5/2011		5	\$103.80
											SER:	\$0.00
											UNS:	\$0.00
											SUS:	\$0.00
											REP:	\$0.00
											FDA:	\$103.80
											<b>TOTAL EXPIRING ITEMS:</b>	<b>\$103.80</b>

Figure 14. Dated Items Detailed Report

(1) Content. Use the report selection criteria screen to select an organization and assemblage(s). “From” and “To” dates may be entered as well as an Expire by date. The report

results are shown by assemblage. Each item that meets the selected expiration criteria is listed along with its expiration date and quality assurance (QA) data.

(2) Use. Use this report to help manage dated items. This report can be used to view expired or expiring items and project shortages that can be added to a projected spend plan.

p. Dated Items Summary. The Dated Items Summary Report displays the dollar value of items that have expired or are expiring in an assemblage within the specified time period.

(1) Content. Use the report criteria selection screen to select the organization and date range with an added option to select an expired by date. The report contents include assemblage, stratification type, and dollar value of expiring items. The bottom of the report displays the total dollar value of expiring items and the totals for each stratification types.

(2) Use. Use this report to help manage dated items. This report can be used to view expired or expiring items and project shortages that can be added to a projected spend plan.

q. Destruction. The Destruction report allows retrieval of destruction documents for viewing or reprinting.

(1) Content. This report displays the Item ID, document number, quantity, and price of the destroyed item. Destruction authority, date, method, and reason for destruction are also included, along with signature and date lines for environmental health certification, the destruction officer, and two separate witnesses.

(2) Use. Documentation for all destructions performed are retained in accordance with Military Service policy or superseding DHA policy.

r. Detail Stock Items. The Detail Stock Items Report displays QA data and O/H balances of items in selected assemblages.

(1) Content. Use the selection criteria screen to select an organization and assemblage. The report is set by default to search for "All Items," but there are many options available to narrow the search. The report contents are essentially the same as an Assemblage Status Report, but there are added details including location, sub location, and stratification state.

(2) Use. This report can be used to view detailed information of items within an assemblage.

s. Disassociated Assemblage Transaction Report. The Disassociated Assemblage Transaction Report assists users in reviewing CFY transactions that have been processed against assemblages that do not have associated AM fund records.

(1) Content. Upon selecting an organization, assemblage, and date range, this report displays the Item ID, transaction date, transaction, document number, quantity, total price, refund code, and U/P codes.

(2) Use. This report can be used to view transactions processing against assemblages without an assigned AM Fund Record that may be causing financial obligations.

t. End-item/Support Item Relationship Report. The End-item/Support Item Relationship Report allows users to search for end/support items belonging to an assemblage.

(1) Content. The report displays the Item ID, description, U/S price, critical code, allowance, O/H, and due-in quantities of items with assemblage end item/support details.

(2) Use. This report may be used as a tool to review and manage all end-item/support item relationships.

u. Exceptions-Standard Assemblage Add. The Exceptions–Standard Assemblage Add Report displays any exceptions created during a standard assemblage add or assemblage in shipment.

(1) Content. Use the report criteria selection screen to select the desired organization and assemblage and select Search. This report displays the assemblage data description, project, and ownership code.

(2) Use. This report may be used to view existing exceptions for selected assemblages that require attention. These exceptions will be corrected before the catalog record can be used. Once the exception is corrected, it is cleared from the report.

v. Gain/Loss. The Gain/Loss report displays gain and loss transactions processed against selected assemblages within a specified date range.

(1) Content. Use the criteria selection screen to select an organization, assemblage(s), and date range. The report lists each item processed as a gain or loss by assemblage, along with transaction history details such as Item ID, document number, price, quantity, transaction type, and User ID.

(2) Use. This report can be used to review and verify gains and losses processed against selected assemblages.

w. Incomplete Record. The Incomplete Record Report (Figure 15) identifies all assemblage record data items that are marked as incomplete. This report may be used to view assemblage items marked as incomplete.

Incomplete Record Report											
Current Date: 17-May-2011											
Org ID: FM4407			Org UIC:			Org Description: 375TH MDG SCOTT AFB					
Assemblage ID: 886			Increment: A			Number: 1					
Build Control Number: 9002955			ERC:			Sub Assm: PD					
Description: HSMR IN PLACE PATIENT DECON CAPABILITY (IPDC) - PATIENT DECON											
Project Code:											
Ownership Code:											
Item ID	Short Item Desc	O/H Qty	UP	Loc ID	Sub Loc	Manufacturer	Manuf Dt (MM/DD/YYYY)	Exp Dt (MM/DD/YYYY)	Rev Exp Dt (MM/DD/YYYY)	Lot Num	ECN
6505001181914	LOMOTIL 2.5 MG TAB 100 UD	5	BX	NONE				05/05/2011			

Figure 15. Incomplete Record Report

(1) Content. Each incomplete record is listed by assemblage and includes the Item ID, Description, Locations, Manufacturer, Expiration Date, and other QA data.

(2) Use. This report is used to view assemblage records that are marked as incomplete and require additional data entry. Upon entry of the required data, the complete flag may be cleared through mass update or assemblage record data.

x. Inventory Adjustment Voucher (IAV). The IAV Report allows inventory adjustment gain/loss transactions to be viewed or reprinted.

(1) Content. Use the selection criteria screen to select the organization, assemblage(s), and date range. The report displays each inventory adjustment gain or loss, along with its transaction information to include Item ID, assemblage, price, document number, etc. The bottom of the report contains signature blocks for the certifying official and approval authority.

(2) Use. Use this report to print or reprint an IAV within 14 days of the transaction. Properly certify and approve IAVs using the appropriate official.

y. Item Balance. The Item Balance Report displays balances for a specified item in the selected assemblages that have an allowance standard for that item.

(1) Content. This report displays each assemblage with the specified Item ID, along with assemblage location, sub location, U/S, U/S price, balances, and dollar value. The Balances column includes O/H, deferred, due-in, and allowance quantities. The Dollar Value column includes O/H, due-in, and over (short) values. Grand totals for the Balances and Dollar Value columns are provided at the end of the report.

(2) Use. This report may be used as a management tool to identify assemblages that have overages or shortages for the specified item.

z. Organization Status. The Organization Status Report displays a status summary of all assemblages within a specified organization based upon specified criteria.

(1) Content. The contents of this report include assemblage balances, dollar value, and stock percentage. The Balances column includes number of line items, and due-ins. The Dollar Value column includes allowance, O/H, due-in, overages, and shortages. The Stock Percentage column includes detail and gross.

(2) Use. This report provides a snapshot of the current status of all assemblages within an organization.

aa. Packing List. The Packing List report allows an assemblage packing list to be viewed or printed.

(1) Content. This report displays the packing/inventory list for the selected assemblages that includes Item ID and O/H quantity, along with its QA data such as locations, expiration dates, manufacturer dates, lot number, serial number, and ECN.

(2) Use. This report provides a list of items that are O/H and ready for deployment within an assemblage.

ab. Prime Vendor (PV) Back Order Report. This report identifies backordered items from the PV.

(1) Content. The PV B/O Report displays management data including Item ID and description, quantity ordered and backordered, document number, PVON, and estimated ship date.

(2) Use. Contingency Materiel managers use this report to view PV Medical/Surgical B/Os. Perform follow-up actions where applicable.

ac. Prime Vendor (PV) Credit Account Activity. The PV Credit Account Activity Report displays the current credit balance.

(1) Content. The contents of this report include the current balance and all adjustments with the amount, adjustment reason, call number, date, and User ID. The total dollar amount of the adjustments is displayed at the end of the report.

(2) Use. This report can be used to view the current credit balance and any changes that may be posted for a selected PV during a selected time period.

ad. Prime/Sub. The Prime/Sub Report (Figure 16) identifies each prime primary item and its associated substitute and ratio.

Prime/Substitute Report					
Org ID: FM4407			Org UIC:		Current Date: 17-May-2011
Assemblage ID: 886			Org Description: 375TH MDG SCOTT AFB		Number: 1
Increment: A			Sub Assm: PD		
Build Control Num: 9002955					
Description: HSMR IN PLACE PATENT DECON CAPABILITY (IPDC) - PATENT DECON					
Project Code:			Ownership Code:		
Warehouse Location:					
Prime Item ID	Description	Sub ID	Description	Prime Ratio	Sub Ratio
4210001434471	HOSE,FIRE	4210NCM020815	FIRE HOSE 50' 1 1/2	1	1
5110015185917	CUTTER SEAT BELT	5110NCM032339	CUTTER, SEAT BELT	1	1

Figure 16. Prime/Sub Report

(1) Content. The report displays each prime Item ID and description, along with its sub item and their prime and sub ratios for the selected assemblages.

(2) Use. This report can be used to review and manage all prime/sub relationships within an assemblage.

ae. Returns. The Returns Report allows Contingency Materiel personnel to view and print return documents.

(1) Content. Use the criteria screen to select an organization, assemblage(s), and date range. Additional optional selections include Item ID and Document Number. The report header contains Organization and Assemblage details. The report displays the returning customer details, along with transaction history details to include document number, Item ID, U/S, U/S Price, and return quantity.

(2) Use. Contingency Materiel personnel can use this report to view and print return documents.

af. Unit Status. The Unit Status Report lists summaries of dollar values and gross dollar amounts.

(1) Content. Use the criteria screen to select an organization, assemblage(s), and readiness percentage. Also select allowance quantity or old allowance quantity. This report shows assemblage description, assemblage ID, project ownership, balances, dollar values, readiness percentages for critical, non-critical, and total items.

(2) Use. Contingency Materiel managers may use this report to gather dollar values and gross dollar amounts of assemblages by selected readiness criteria.

ag. Unit Status–Non-Reportable Items. In the Unit Status Report–Non-Reportable Items Criteria window, the data to be included in the report can be selected and searched. The report can be customized by using the criteria that are available in this window.

(1) Content. Use the criteria screen to select an organization, assemblage(s), and readiness percentage. Also select allowance quantity or old allowance quantity. This report shows assemblage description, assemblage ID, project ownership, balances, dollar values, readiness percentages for critical, non-critical, and total items.

(2) Use. Contingency Materiel managers may use this report to gather dollar values and gross dollar amounts of assemblages by selected readiness criteria.

6. CUSTOMER AREA INVENTORY MANAGEMENT REPORTS. Selected CAIM Reports are as follows:

a. Active Due-ins. The Active Due-ins Report provides detailed information on current requisitions.

(1) Content. The contents of the report include document number, Item ID, item description, DFAS document number, SOS, due-in quantity, and due-in dollar value. Total due-in dollar value is indicated at the top of the report.

(2) Use. This report lists all of the customer’s active CAIM due-ins.

b. Active Due-outs over 30 days. The Active Due-outs Over 30 Days Report (Figure 17) provides summary information on all active due-outs over 30 days old. This report is produced upon request.

<b>Active Dueout over 30 days</b>						Date Prepared: 17 May 2011
Document No.	Item ID	UOP	Quantity	UOP Price	Amount	Date Created
3H551102583437	1061844	EA	4	\$5.02	\$20.08	15 Sep 2010
3H551102663709	6520LSGKIT	KT	1	\$6,650.00	\$6,650.00	23 Sep 2010
3H551102663773	6520LZZDISCOV	EA	4	\$1,011.00	\$4,044.00	23 Sep 2010
3H551102803033	7510L03617734	EA	1	\$265.00	\$265.00	07 Oct 2010
3H551103513163	6520LHA43A	EA	6	\$410.75	\$2,464.50	17 Dec 2010
3H551103513164	6520LWA99LT	EA	2	\$900.61	\$1,801.22	17 Dec 2010

Figure 17. Active Due-outs Over 30 Days Report

(1) Content. Use the search criteria to select a search by Customer(s) or MTF. The contents of the report include Item ID, document number, U/P, quantity, U/P price, amount, and date created.



(2) Use. This report can be used to educate the customer on monthly issue history, daily demand rate, and erratic ordering patterns.

f. Contract Call Register. The Contract Call Register Report lists current contracts. This report is only applicable for a CAIM SOS.

(1) Content. This report displays each call number, by SOS, with the number of line items, total dollars, organization, User ID, and date of order.

(2) Use. This report can be used to validate contract call information and account for total line items and dollars spent per SOS and call number.

g. Contract Termination. The Contract Termination Report displays SOS contracts that have expired, are about to expire, or have been marked for deletion. This report is only applicable for a CAIM SOS.

(1) Content. This report displays the contract expiration date, contract number, SOS, and Supplier name.

(2) Use. Use this report as a tool to effectively manage contracts.

h. Critical Due-in. The Critical Due-in Report lists items that are due-in and also marked as critical.

(1). Content. The report displays by customer account number the Item ID, along with other information such as document number, number of days old, status date, and status code.

(2). Use. The customer can use this report to view their critically coded items that are due-in and view any available status.

i. Customer Catalog. The Customer Catalog (Figure 19) displays a selected Customer's catalog information.

Customer Catalog Report By Customer							Date Prepared: 17 May 2011				
375TH MDG SCOTT AFB											
Showing All Records, Sorted by By Item ID											
3H5491		SCOTT FAMILY HEALTH (PRIMARY CARE)									
Item Id	Customer Description					UOP Code	UOS Code	UOP Price	UOS Price	SOS	Critical Item Indicator
00034213001	BETADINE SWABSTICKS					CS	CS	\$24.63	\$24.63	EBC	N
	Location	Storage Area	Level Type	Level	Delete Indicator						
	NONE		N		0/N						
00264761200	DEXT/SOD CHL 5%/ .45% SOL 12X1000 ML					CS	CS	\$21.83	\$21.83	EBC	N
	Location	Storage Area	Level Type	Level	Delete Indicator						
	NONE		N		0/N						
02678-000	PROBE TEMPERATURE ORAL/AXILLA					EA	EA	\$45.97	\$45.97	EBC	N
	Location	Storage Area	Level Type	Level	Delete Indicator						
	NONE		N		0/N						

Figure 19. Customer Catalog Report

(1) Content. The search criteria screen allows the customer ID(s) to be selected. Records are sorted by active or deleted (or both) and by Item ID or customer item description. The report contents for each record include customer item description, price, and packaging information. Location, storage, critical item indicator, and level information are also provided.

(2) Use. This report can be used by customers to view a detailed list of items in their customer catalog.

j. Customer Catalog Records with Invalid Source of Supply (SOS). The Customer Catalog Records with Invalid SOS report displays a customer catalog item associated with an SOS that has been marked as deleted. This report is only applicable for a CAIM SOS.

k. Customer Organization. See paragraph 4.o. in this enclosure, IM Reports

l. Customer Restrictions. The Customer Restrictions Report displays any customer item restrictions.

(1) Content. The report contents include Item ID, item description, restriction type (i.e., Controlled Item Inventory Code CIIC), restriction code (i.e., “Q,” “R”), and restriction description.

(2) Use. This report can be used by customers to view a list of items in the customer catalog that have restrictions.

m. Delinquent Purchase Card Reconciliation Report. The Delinquent Purchase Card Reconciliation Report can be accessed through the CAIM or IM module.

n. Destruction. The Destruction Report displays destructions that occur during a specific time frame. Processed Destructions are only processed by LOG personnel using the IM Destruction process explained in the DHA-TM DMLSS Volume 4, Inventory Management.

o. Document Register. The Document Register displays all transactions processed against a customer's account. The Document Register Report is updated during daily EOP processing.

(1) Content. The contents of the report include document number, Item ID, customer item description, U/S, price, quantity, transaction type, User ID, date/time, reversal indicator, demand, and refund code. This report is produced in three parts.

(a) Part one displays all receipts, due-ins, and cancellations.

(b) Part two displays all issues.

(c) Part three displays all other transactions, e.g., turn-ins and location change.

(2) Use. This report can be used by customers to view all transactions processed against their account on a specified date.

p. End-of-Year Funds. The End of Year Funds Report provides customers with a snapshot of their account funds status at the end of the PFY. This report is produced during yearly EOP processing.

(1) Content. Use the search criteria to select log, project center, expense center, or all. The contents of the report reflect target amount, available balance, commitments, obligations, credits, surcharges, expenses, reimbursable, and non-reimbursable sales.

(2) Use. This report can be used by customers as a tool to help determine budget needs for the FY.

q. Expenditures by Source of Supply (SOS). The Expenditures by SOS Report displays total expenses for a customer by SOS. This report is only applicable for a CAIM SOS.

r. Expense Center Commodity Mismatch. Expense Center Commodity Mismatch Report reflects catalog records where the commodity class does not match the indicator on the expense center. The Military Service designates an expense center that can only be used for pharmaceuticals. If the customer has a mismatch between the commodity and the expense center designation, then the report reflects those catalog records.

s. Expense Center End-of-Month (EOM) Fund Balance. The Expense Center EOM Fund Balance Report displays a specified Expense Center's EOM closing balances. This report is produced during monthly EOP processing.

t. Expense Center Expenses by Element of Resource (EOR). The Expense Center Expenses by EOR Report allows the customer to view their expenditures of each EOR by months in the CFY.

(1) Content. There are two fields to select from on the report selection criteria screen, Report Type and Expense Center. Select either Report Listing or Graph for the report type. The

Report Listing type displays each EOR and the total spent for each month. There is also an EOR total column for each EOR. The Graph Report type displays month and expenses. Each EOR is represented by a different color on the graph.

(2) Use. Customers can use this report as a tool to help manage their expenditures.

u. Expense Center Fund Summary. The Expense Center Fund Summary Report allows the Customer to view their current funds status.

(1) Content. On the report selection criteria screen enter the Expense Center(s) or choose from the drop-down menu. The report resembles the Expense Center detail screen in SS. It shows total balances for the Expense Center by EOR.

(2) Use. Customers can use this report to view their current fund balance.

v. Failed Military Medical Treatment Facility (MTF) Catalog Changes. This list identifies failed MTF Catalog changes.

w. High Total Expenditure. The High Total Expenditure Report, Figure 20, provides the total expenditure of items for the MTF or by customer.

High Total Expenditure Report By Customer					Page: 1 of 65	
CURRENT FISCAL YEAR					Date Prepared: 17 May 2011	
Fiscal Year: 2011						
375TH MDG SCOTT AFB						
Minimum Dollar Value: \$0.00						
25561A PHARMACY (561A)						
Item ID	Item Description	SOS	UOP	Current UOP Price	Total Usage	Total Expenditure
00006011780	SINGULAIR 10 MG TBS, 8000'S	EBC	BT	\$16,934.40	4	\$65,380.16
00186504054	NEXIUM 40 MG CAP 90	EBC	BT	\$526.71	522	\$55,623.90
6505014107226	FLONASE NASAL 0.05% SPY 16 GM	EBC	EA	\$40.40	1189	\$48,653.05
00025152551	CELEBREX 200 MG CAPSULE	EBC	BT	\$1,068.90	45	\$47,871.55

Figure 20. High Total Expenditure Report

(1) Content. The criteria search selection includes FY and scope. Minimum dollar is also available. The report is separated by customer and displays Item ID, description, SOS, U/P, price, total usage, and total expenditure.

(2) Use. The High Total Expenditure Report allows the customer to view their highest expenditures in descending order.

x. Inventory Adjustments. The Inventory Adjustments Report is generated at the end of a CAIM physical inventory.

(1) Content. The search criteria for this report include customer ID and date range. The report displays the items that were adjusted, along with the type of adjustment, i.e., inventory adjustment loss or inventory adjustment gain. The prices, quantity, document number, inventory type, date, and User ID are also displayed. Located at the bottom of the report are signature blocks for the certifying official and approving official.

(2) Use. This report can be used by customers to view all gains and losses processed as a result of the inventory.

y. Inventory Status. The Inventory Status Report provides the customer with comprehensive detail on inventory throughout the customer area.

(1) Content. On the report selection criteria screen select customer ID(s) and sorting preference. Sort by options include Item ID, item description, level, location, and value O/H. The report contents list by customer ID, due-out balance (dollar value), estimated O/H quantity, excess quantity, item description, Item ID, level, location, total excess O/H dollar value, total O/H dollar value, U/P, U/S, and U/P price, U/S price.

(2) Use. This report can help the customer identify trends and problems.

z. Pharmaceutical and Medical Supply. This report compares items currently being purchased to their PFY usage.

(1) Content. The report contents include Item ID, item description, commodity class, U/S, demand year, current U/S price, total usage, and total cost.

(2) Use. The Pharmaceutical and Medical Supply Report provides customers with pharmaceutical and supply budget information.

aa. Prime Vendor Back Order Report. This report identifies backordered items from the PV.

(1) Content. The PV B/O Report displays management data including Item ID and description, quantity ordered and backordered, document number, PVON, and estimated ship date.

(2) Use. Custodians use this report to view all PV B/Os. Perform follow-up action(s) where applicable.

ab. Prime Vendor Credit Account Activity. This report lists the current credit account balance and changes posted for a selected PV during the selected time period.

ac. Prime Vendor Usage Report. The PV Usage Report shows monthly usage for each item requested from the PV. This report is unofficial. For official PV usage rates, go to Defense Medical Material online at: <https://www.medical.dla.mil/Portal/>.

ad. Prime Vendor Usage Summary Report. This report provides monthly usage by VIN and corresponding Item ID.

ae. Project Center Commits and Obligations by Expense Center. This report displays the dollar value of commitments and obligations of each expense center of the selected project center.

(1) Content. This report displays financial management data including EOR, EOR nomenclature, commitments, obligations, credits, and reimbursable sales.

(2) Use. Custodians can use this report to view dollar values of commitments, obligations, credits, and reimbursable sales by EOR for the selected expense center.

af. Project Center End-of-Month (EOM) Fund Balance. The Project Center EOM Fund Balance Report displays a specified project center's EOM closing balances. It is produced during monthly EOP processing.

ag. Project Center Expenses by Expense Center. The Project Center Expenses by EOR Report allows the customer to view their expenditures of each EOR by month in the CFY.

(1) Content. There are two fields to select from on the report selection criteria screen, Report Type and project center. Select either "Report Listing" or "Graph" for the report type. The "Report Listing" type displays each EOR and the total spent for each month. There is also an EOR total column for each EOR. The "Graph Report" type displays month and expenses. Each EOR is represented by a different color on the graph.

(2) Use. Customers can use this report as a tool to validate and manage their Project/Expense Center expenses.

ah. Project Center Fund Summary. The Project Center Fund Summary Report (Figure 21) allows the customer to view their current funds status.

Project Center Fund Summary Report									
Project Center: 625 - FLIGHT MEDICINE		Date Prepared: 17 May 2011							
Fiscal Year: 2011									
	Target	Available Balance	Obligations	Commits	Credits	Reimb. Sales	Non-Reimb. Sales	Surchgs	Expenses
EOR	\$8,000.00	\$686.37	\$7,469.45	\$7,469.45	\$155.82	\$0.00	\$0.00	\$49.36	\$7,047.75
472 - SERVICE-LEASE/RENTAL OF IT EQUIP&SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
473 - SERVICE-LEASE/RENTAL OF OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
549 - SERVICE-EQUIPMENT MAINTENANCE-OTHER DOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
553 - SERVICE-CONTRACT EDUCATION AND TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
567 - SERVICE-MAINTENANCE FROM OTHER DOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
568 - SERVICE-MAINTENANCE OF GOVT OWNED IT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
569 - SERVICE-MAINTENANCE OTHER THAN IT OR WPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
571 - SERVICE-CONTRACT HEALTH CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
574 - SERVICE-OTHER MISC CONTRACT HEALTH CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
582 - SERVICE-CONTRACT INFORMATION TECHNOLOGY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
592 - SERVICE-MISCELLANEOUS CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
604 - MEDICAL SUPPLIES	\$7,500.00	\$529.31	\$6,970.69	\$6,970.69	\$0.00	\$0.00	\$0.00	\$45.90	\$6,552.45
615 - PHARMACEUTICAL	\$500.00	\$157.06	\$498.76	\$498.76	\$155.82	\$0.00	\$0.00	\$3.46	\$495.30
624 - MEDICAL EXPENSE EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>	<b>\$8,000.00</b>	<b>\$686.37</b>	<b>\$7,469.45</b>	<b>\$7,469.45</b>	<b>\$155.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$49.36</b>	<b>\$7,047.75</b>

Figure 21. Project Center Fund Summary

(1) Content. Use the report selection criteria screen to enter the project center(s) or choose from the drop-down menu. The report resembles the project center detail screen in SS. The total balances for the project center are shown, and it is also broken down for each EOR.

(2) Use. Customers use this report to view their current funds status.

ai. Projected Expenditure Report. The Projected Expenditure Report displays projected expenditures by customer ID and also the year-to-date (YTD) amount. This report is produced upon request.

(1) Content. In the report selection criteria screen, a minimum YTD amount may be entered. The contents of the report include Item ID, item description, U/P, U/P price, PFY cost, YTD cost, estimated CFY cost, and percent change.

(2) Use. This report allows the customer to see the previous year's (or years') cost of an item, the customer's spending for the current year, and a projected cost for the year.

aj. Purchase Card Register. The Purchase Card Register report allows purchase card holders and Approving Officials to produce a hardcopy call register based on entered search criteria. This report is only applicable for a CAIM SOS.

ak. Purchase Cards by Bulk Document Number

al. Purchase Cards Not Reconciled by Month

am. Receipt. Receipt Report allows customers to view their receipts based on entered search criteria. Note: Receipt discrepancies cannot be created in CAIM for an SOS type of LOG.

an. Receipt Discrepancy. The Receipt Discrepancy Report allows customers to view receipt discrepancy information for a specified SOS, contract, call, or document number. Note: Receipt discrepancies cannot be created in CAIM for an SOS type of LOG.

ao. Replenishment Inventory Exception Report. The Replenishment Inventory Exception Report (Figure 22) allows customers to view any replenishment exceptions that have occurred, along with an explanation of the cause.

Replenishment Inventory Exception Report									
Customer ID: 278921						Date Prepared: 17 May 2011			
Customer Name: ICMOP CHARGES ESP CODE ZA									
Item ID	Item Description	U/P	EOH	Inv Qty	Level	Storage Area	Location ID	Reason	Date
6505005986116	XYLOCAINE 1 % VL 50 ML	BT		4	0		EAEF WH	ITEM RESTRICTIONS	23 Mar 11
6505010782514	METOPROLOL 50 MG TAB 100	PG		4	0		DEFAULT	ITEM RESTRICTIONS	23 Mar 11
6505014623025	LACT RINGERS SOL 14X1000 ML	CS		1	2		DEFAULT	ITEM RESTRICTIONS	25 Mar 11

Figure 22. Replenishment Inventory Exception Report

(1) Content. This report displays the Item ID, item description, U/P, quantity, date, and a reason for the exception.

(2) Use. This is the same report as the one that appears in the inbox. Exceptions may require modification in build/process/submit order to process to the LOG side.

ap. Returns Report. The Returns Report provides customers with a record of items returned to MEDLOG. Note: A separate Returns Report is created for reversed items.

(1) Content. The report selection criteria options include Item ID and location, however, a date range and a customer ID must be selected. The report displays the document number, Item ID, item description, unit pack, unit price, demand code, return quantity, total price, refund code, credit, and reason for return.

(2) Use. Customers may use this report as a tool to assist with managing their returns to MEDLOG.

aq. Sales Report. This report can be used to identify the CAIM SOS sales.

ar. Shelf Life. The Shelf Life Report allows customers to view a list of their items with shelf-life dates.

(1) Content. Use the report selection criteria screen to set the scope to MTF or customer. The report content includes the Item ID, item description, commodity class, shelf life (months), expiration type, level type, U/S, level, U/S price, and estimated O/H balance.

(2) Use. This report can be used as a tool for customers to identify and manage any items that may expire.

as. Transaction History. The Transaction History Report allows customers to access 24 months of historical data.

(1) Content. Use the selection criteria screen to specify customer ID, document number, Item ID, transaction code, User ID, expense center, call number, contract number, and a date range. The option to break the report on customer ID/Item ID or Item ID only is available. Also, the report detail may be sorted by date or transaction type. The report displays the Item ID, transaction type, document number, quantity, price, unit, SOS contract/call number, User ID, and date and time. A maximum of 500 records can be retrieved.

(2) Use. This historical data can be reviewed for reporting purposes or to correct errors.

at. Troubled Due-in Report. The Troubled Due-in Report allows a customer to view any requisition(s) that DMLSS has identified as potential problems. Certain criteria exist for an order to be considered a troubled due-in to include:

(1) Due-ins that have not received an acknowledgment after the second and subsequent request for acknowledgment;

(2) Due-ins that have not received a reply on second and subsequent follow-up for improved status;

(3) Due-ins with ship status recorded and average pipeline time has passed. If no pipeline times are recorded in the customer catalog record, the system uses the estimated lead days in the SOS table to determine if the average pipeline time has passed; and

(4) Due-ins with an estimated release date that exceed the average pipeline time for the item.

(5) Content. The report provides status summary of an item ordered to include days old, priority code, last status code and date code received, and estimated ship date.

(6) Use. MEDLOG personnel may need to contact the SOS to ascertain the status of the order.

au. Usage Cost by Therapeutic Class Report. The Usage Cost by Therapeutic Class Report summarizes an account's usage by therapeutic class.

(1) Content. Use the report selection criteria to enter the customer ID(s) and the applicable AHFS code(s). The report is sorted by AHFS codes and displays Item ID, item description, U/S, U/S price, hospital formulary indicator, SOS code, history begin date, PFY usage, and PFY usage cost.

(2) Use. The Pharmacy may use this report as a tool to determine prior costs and project future expenditures.

av. Year-to-Date Funds Position Report. The Year to Date Funds Position Report displays the financial positions of the DMLSS Log Fund and project centers within the organization with a balance greater than \$0.00.

(1) Content. Use the Report Selection Criteria screen to specify the desired date posted. The report displays target amounts, available balance, commitments, obligations, credits, reimbursable sales, non-reimbursable sales, surcharges, and expenses. Both project center and expense center EORs are displayed.

(2) Use. This report may be used as a financial tool to validate the YTD funds positions.

aw. Zero/Negative Funds Summary Report. During daily EOP processing the Zero/Negative Funds Summary Report is produced when the target flag is set and the target amount is greater than zero and the available balance is zero or negative, or the target amount is zero and the available balance is negative.

(1) Content. The report is produced in Svc/Customer ID sequence and provides funding details for each customer at the Project Center Level. Current available funding balances are given at each EOR within the Project Center, along with YTD commitments, obligations, credits, sales, surcharges, and expenses. A Zero/Negative Funds Summary Report pending action notification also is posted in the customer's inboxes.

(2) Use. Users should review the report and take action, if necessary, to augment existing fund balances.

7. CUSTOMER SUPPORT REPORTS. Selected Customer Support Reports are as follows:

a. High Total Expenditure. See paragraph 6.w. in this enclosure CAIM Reports.

b. Highest Demanded Items, Medical/Surgical Report (Med/Surg). The Highest Demanded Med/Surg report is used to display the highest annual demanded Med/Surg items.

(1) Content. Once ran, this report shows the Item ID, description, U/P, average U/P price, estimated cost FY to-date, and SOS(s).

(2) Use. This report provides the customer with a tool to manage their stock by understanding the annual demand for each item, overall expenditures, and a comparison of the U/P costs by SOS for each of the items.

c. Highest Demanded Items, Pharmaceutical (Pharm) Report. The Highest Demanded Items (Pharm) Report is used to display the highest annual demanded pharmaceutical items.

(1) Content. This report shows the Item ID, description, U/P, average U/P price, estimated cost FY to-date, and SOS(s).

(2) Use. This report provides Pharmacy with a tool to manage their stock by understanding the annual demand for each item, overall expenditures, and a comparison of the U/P costs by SOS for each of the items.

d. Highest Dollar Valued Items In Sales (Medical/Surgical) Report. The Highest Dollar Valued Items in Sales (Med/Surg) Report is used to display the highest annual dollar valued item in Med/Surg sales.

(1) Content. This report shows the Item ID, description, U/P, average U/P price, quantity, estimated cost FY to-date, and SOS(s).

(2) Use. This report helps customers manage their stock by understanding the U/P costs (by SOS) for each item, as well as overall expenditures.

e. Highest Dollar Valued Items In Sales (Pharmaceutical) Report. The Highest Dollar Valued Items in Sales (Pharm) Report is used to display the highest annual dollar valued item in pharmaceutical sales.

(1) Content. This report displays the Item ID, description, U/P, average U/P price, quantity, estimated cost FY to-date, and SOS(s).

(2) Use. This report helps Pharmacy manage their stock by understanding the U/P costs (by SOS) for each item, as well as overall expenditures.

f. Issue/Turn-in Summary Report. The Issue/Turn-in Summary lists detailed item and cost information for LOG issue and turn-in transactions, turn-in reversals, issue reversals, and purchase card adjustments for selected customers for a prescribed period of time.

8. EQUIPMENT MANAGEMENT REPORTS. Selected EM reports are as follows:

a. Annual Capital Asset Balance Report (Standard Report). This report provides the Healthcare Technologies Management (HTM) Activity with a summary view of all equipment that meets the equipment capitalization threshold.

(1) Content. This report displays the acquisition cost, accumulated depreciation, and net value categorized by each Asset Type.

(2) Use. HTM managers use this report to support financial reporting and budgeting requests.

b. Annual Capital Equipment Depreciation Report (Standard Report). The Annual Capital Equipment Depreciation Report provides HTM with a list of all equipment that meets the equipment capitalization threshold and has accumulated depreciation during the FY. General Fund Enterprise Business Systems sites will not track capitalization and depreciation in DMLSS, as it is tracked in General Fund Enterprise Business Systems.

(1) Content. The equipment's acquisition cost, CFY depreciation, and accumulated depreciation are displayed on this report.

(2) Use. HTM managers use this report to support replacement requests, financial reporting, and budgeting requests.

c. Annual Capital Equipment Gain and Loss Report (Standard Report). The Annual Capital Equipment Gain and Loss Report provides HTM with a list of all capital equipment assets processed as an Inventory Gain or Inventory Loss during the CFY.

(1) Content. This report displays the agency the equipment was transferred to/from, net acquisition cost, and depreciation gain.

(2) Use. HTM managers use this report to support financial reporting and budgeting requests.

d. Capital Asset Balance Report (Standard Report). The Capital Asset Balance Report provides HTM with a summary view of all equipment that meets the equipment capitalization threshold. This report is produced monthly.

(1) Content. The report lists the acquisition cost, accumulated depreciation, and net value categorized by each Asset Type.

(2) Use. HTM managers use this report to support financial reporting and budgeting requests.

e. Controlled Items Inventory List (Standard Report)

f. Daily Document Transaction Register (Standard Report). The Daily Document TR allows HTM to verify the type and accuracy of transactions processed in the system. This report is produced when equipment transactions are written.

(1) Content. The TR displays the document number, customer ID, Item ID, ECN, nomenclature, transaction code, transaction reason, User ID, and reverse indicator and remarks.

(2) Use. Use this report to verify the type and accuracy of daily transactions processed in the system.

g. Equipment Inventory Adjustment Document (Standard Report). The Equipment Inventory Adjustment Document (Figure 23) provides HTM a method to verify inventory adjustments. This report is produced daily when an equipment inventory adjustment is processed.

<b>DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT</b>							
DATE PREPARED: 16 MAY 2011		EQUIPMENT INVENTORY ADJUSTMENT DOCUMENT			AS OF DATE: 24 SEP 2010		
DODAAC: FM4425		UIC: ORGANIZATION NAME: 459 AMDS ANDREWS AFB-NAF			ORG ID: FFLJ80		
ITEM ID	EQUIPMENT NOMENCLATURE	NAMEPLATE MDL	SERIAL NO.	ECN	CUSTOMER ID	DOCUMENT NO.	ACQ. COST
MANUFACTURER					TRANSACTION REASON		REV.
_M100268611	MONITOR, BEDSIDE, ELECTROCARDIOGR	SCHILLER AT-2	021.03964	029745	M45882	FM442502189524	\$4,392.63
WELCH ALLYN INC					EQUIPMENT INVENTORY ADJUSTMENT LOSS		Y
						TOTAL INVENTORY OVERAGE:	\$4,392.63
						TOTAL INVENTORY SHORTAGE:	\$0.00
						NET INVENTORY CHANGE:	\$4,392.63
I CERTIFY THAT THE ADJUSTMENTS LISTED ABOVE ARE CORRECT.							
_____ EQUIPMENT MANAGER		_____ DATE		_____ APPROVAL AUTHORITY		_____ DATE	

**Figure 23. Equipment Inventory Adjustment Document**

(1) Content. The report displays what type of adjustment occurred, the total inventory overage/shortage value, and net inventory change. There is also a section for the Equipment Manager and Approval Authority to verify the adjustment(s) by signature.

(2) Use. This report HTM managers with a document to verify inventory adjustments for equipment. Verify each line on the document and prepare any necessary documents. Obtain the signature of the certifying and approving officer on the last page of the document.

**h. Monthly Capital Asset Balance Report (Standard Report)**

i. Monthly Capital Equipment Depreciation Report (Standard Report). The Monthly Capital Equipment Depreciation Report provides a list of all equipment that meets the capital equipment threshold and has had depreciation calculated during the month of the report.

(1) Content. This report is sorted by Org ID and customer, and displays the ECN, Item ID, nomenclature, serial number, acquisition date and cost, and current and accumulated depreciation for each item on the report.

(2) Use. This report provides the Equipment Manager information about depreciation transactions that were passed to finance.

j. Monthly Capital Equipment Gain and Loss Report (Standard Report). This report provides HTM with a summary of all capital equipment gains and losses for the month. This report is produced monthly.

(1) Content. The report includes the type of inventory adjustment that processed, reversal indicator, net acquisition cost, depreciation gain, and accumulated depreciation. The net adjustments are also totaled.

(2) Use. This report provides the Equipment Manager a summary of all capital equipment gains and losses for the month.

k. Property Record Administrative Adjustment Report (Standard Report)

l. Active Due-in/Due-out Report (Standard Inquiry). The Active Due-In/Due-Out Report (Figure 24) provides HTM a summary of all equipment due-outs with linked due-ins. This report is produced upon request.

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT																	
DATE PREPARED: 16 MAY 2011			ACTIVE DUE-IN/DUE-OUT REPORT						AS OF DATE: 16 MAY 2011								
DODAAC: FM4425		UIC:		ORGANIZATION NAME: FM4425-779 MDG ANDREWS AFB				ORG. ID: FM4425									
DUE-IN DOC.	ITEM ID	DUE-OUT DOC.	AEC	NOMENCLATURE	REQ	D/O	CANC	RCVD	UNIT PRICE	PRI	SENT TO	REQ	D/I	CANC	STAT. CD	STAT. DATE	ESD
FM442502510781	NBM550	35585102510780	Y	FIELD STRENGTH METER	2	2	0	0	\$17,650.00	15	LPR	2	2				
FM442502520039	SASVUPHRC	35551102520038	Y	STERILIZING UNIT, STEAM	1	1	0	0	\$51,423.91	15	LPR	1	1				
FM442502520041	6203000000	35566202520040	Y	DRILL, BONE	3	3	0	0	\$51,028.20	15	LPR	3	3				

Figure 24. Active Due-in/Due-out Report

(1) Content. Use the report selection criteria to select a sort preference by Due-in Document Number or Item ID. Included in the report are the status codes, status date, customer ID, due-in/due-out document numbers, Item ID, nomenclature, required quantity, due-out quantity, received quantity, and due-in unit price.

(2) Use. This report provides HTM managers a tool for managing equipment due-ins and due-outs.

m. Authorization Reference Report (Standard Inquiry). See Figure 25.

ITEM ID	P/S	EQUIPMENT NOMENCLATURE	LIN	AUTH QTY	IN-USE QTY	DUE-IN QTY	ON-LOAN QTY
1305013578488		CARTRIDGE, 9 MILLIMETER HOLLOWPOINT	C21514	1	1		
3413002423469		TOOL, DRILL PRESS	G63173	3	3		
3413014780267		DRILLING MACHINE, UPRIGHT	92513N	1	1		
341501Q166101		GRINDER, METAL	93806N	2	2		
341501Q166110		GRINDING/POLISHING MACHINE	90727N	12	12		
3431012756992		WELDER	61003N	6	6		
3431014693332		WELDING MACHINE, INVERTER	61003N	1	1		
343301Q160018		CUTTING TOOL, PLASMA	92015N	2	2		
344101Q160013		BEADING MACHINE	63038N	1	1		
344401Q160017		PRESS, HYDRAULIC	65054N	1	1		
3530008924631		SEWING MACHINE	98466N	6	6		
354001Q162194		LAMINATOR	70142N	8	9		
382501Q165804		VACUUM, PUSH (5HP)	91894N	1	1		
392001Q166405		PALLET JACK, MANUAL OPERATED	99205N	10	9		
3930001654136		TOOL, DRILL PRESS	G62899	1	1		
3930005616643		FORKLIFT, MOTORIZED	X51071	1	1		

Figure 25. Authorization Reference Report (Standard Inquiry)

n. Custodian Action List (Standard Inquiry). The Custodian Action List Report provides a list of equipment records that have written to the equipment transaction history for a Customer account. This report can be produced upon request.

(1) Content. The selection criteria for this report include search by Report Date or transactions processed today that have not been printed.

(2) Use. This list is produced if there is a change in the accountable records for a using activity. The report provides HTM and customer with a list of accountable transactions that have occurred for the Customer's account in a given business day. This list essentially updates the Custody Receipt/Location List by showing all changes, such as gains and losses that occurred during the processing cycle.

o. Custodian Receipt/Location List (Standard Inquiry). The Custodian Receipt/Location List (Figure 26) provides a list of accountable equipment records for a customer account and includes a signature block for the custodian. This report is produced upon request.

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT							
DATE PREPARED: 16 MAY 2011		CUSTODIAN RECEIPT/LOCATION LIST				AS OF DATE: 16 MAY 2011	
DODAAC: FM4425	UIC:	ORGANIZATION NAME: FM4425-779 MDG ANDREWS AFB			ORG ID: FM4425		
CUSTOMER ID: 355710		CUSTOMER NAME: TRICARE		CUSTODIAN NAME: TREVOR MAUK			
ITEM ID	EQUIPMENT NOMENCLATURE		ECN	TYPE	MANUFACTURER	ACQ_COST	
NAMEPLATE MODEL	SERIAL NUMBER	SHORT ITEM DESCRIPTION	COMMON MODEL	PERMANENT LOCATION	OWNERSHIP	DATE LAST INV.	
7490L900001		EMBOSSING/SIGN MAKING EQUIPMENT	021234	IND	CARD TECH.	\$12,524.75	
ADV.SERIES	001418	EMBOSSER PAT ID		LABOR&DELIVERY	ORGANIZATIONAL	06 AUG 2010	
ADVANTAGE M2000		EMBOSSING/SIGN MAKING EQUIPMENT	030558	IND	NBS CARD TECHNOLOGY CORP	\$7,378.00	
ADVANTAGE 2000 M	001899	ADVANTAGE M2000M-1 EMBOSSER	ADVANTAGE 2000 M	ADMISSIONS&DISPOSITI	ORGANIZATIONAL	06 AUG 2010	
0640B002		SCANNER, IMAGE	034353	IND	CANON USA INC	\$4,759.15	
SCANNER	DAJ09308	SCANNER		FB27	ORGANIZATIONAL	06 AUG 2010	
0640B002		SCANNER, IMAGE	034354	IND	CANON USA INC	\$4,759.15	
SCANNER	DAJ09312	SCANNER		FB-27B	ORGANIZATIONAL	06 AUG 2010	
TOTAL DOLLAR VALUE ON HAND:						\$29,421.05	
TOTAL QUANTITY ON HAND:						4	
I CERTIFY THAT THE ITEMS LISTED ABOVE ARE CORRECT.							
_____						DATE	

**Figure 26. Custodian Receipt/Location List**

(1) Content. Upon specifying the customer and sort by criteria, the report displays Item ID, nameplate model, serial number, equipment nomenclature, short item description, ECN, common model, equipment type (i.e., individual (“ind”), component (“cmp”), and system (“sys”)).

(2) Use. This list may be requested on an as-required basis when an inventory of HTM controlled property is necessary (i.e., there is a change in property custodian, or there are extensive changes in the records for an account).

p. Custodians Without Equipment Report (Standard Inquiry). The Custodians Without Equipment Report (Figure 27) is produced upon request to provide HTM with a list of all custodians associated to the organization that do not have equipment records, requests, or due-ins that are active on their account.

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT						
DATE PREPARED: 16 MAY 2011		Custodians Without Equipment Report			AS OF DATE: 16 MAY 2011	
DODAAC: FM4425	UIC:	ORGANIZATION NAME: FM4425-779 MDG ANDREWS AFB			ORG ID: FM4425	
<u>CUST ID</u>	<u>CUSTOMER NAME</u>	<u>CUSTODIAN NAME</u>	<u>CUSTODIAN PHONE</u>	<u>LAST INV DATE</u>	<u>NEXT INV DATE</u>	<u>DEPARTURE DATE</u>
3H5240	MEMO HOLD	STEFANIE COX	240-857-6046			

**Figure 27. Custodians Without Equipment Report**

(1) Content. This report displays the customer ID, customer name, custodian name, custodian phone, last inventory date, next inventory date, and custodian departure date.

(2) Use. This report is used by HTM managers as a tool for managing equipment custodians and custodial accounts within the organization.

q. Document Register Report (Standard Inquiry). The Document Register Report (Figure 28) enables HTM to verify the type and accuracy of transactions processed in the system. This report is produced upon request.

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT									
DATE PREPARED: 16 MAY 2011		DOCUMENT REGISTER REPORT				AS OF DATE: 16 MAY 2011			
DODAAC: FM4425		UIC:		ORGANIZATION NAME: FM4425-779 MDG ANDREWS AFB				ORG. ID: FM4425	
				START DATE: 01 JAN 2011		END DATE: 16 MAY 2011			
DOCUMENT NUMBER	CUST ID	ITEM ID	ECN	NOMENCLATURE	TRANSACTION CD	REASON	USER ID	REV IND	REMARKS
3H588810267000	3H5888	6665013204712	036326	MONITOR, ENVIRONMENTAL, IONIZING RADIATION	EGI	EQUIPMENT ISSUE GAIN	E_PARROT	N	
FM442510269100	3H5888	6665013204712	036326	MONITOR, ENVIRONMENTAL, IONIZING RADIATION	EIZ	EQUIPMENT IDENTIFICATION DATA CHANGED	E_PARROT	N	
FM442510679500	203013	377001Q165807	036329	CAGE ANIMAL	IGE	GAIN FROM ANOTHER MTF	L_WOOD	N	
FM442510679501	203013	6640004288120	036330	INCUBATOR BIOLOGIC TEST	IGE	GAIN FROM ANOTHER MTF	L_WOOD	N	

Figure 28. Document Register Report

(1) Content. The search criteria allow for specific start and end dates to be selected. The report displays the document number, customer ID, Item ID, ECN, nomenclature, transaction code/reason, User ID, reversal indicator, and any remarks.

(2) Use. The document register is used to ensure that the transaction processed correctly in DMLSS with the information contained on the source documents. If an error is found on the document, take corrective action. Quality control of the document register should always be performed when EM transactions have been processed for a given day.

r. Equipment Management Equipment Requiring Data for Unique Item Identifier (UII) Report (Standard Inquiry). The EM Equipment Requiring Data for UII Report displays equipment that requires data in order for a UII to be assigned. This report is produced upon request.

(1) Content. The report selection criteria include Organization, Customer, and Data Required. Included in the report are the ECN, customer, nomenclature, location, manufacturer, information required for UII, date identified, serial, and model number. The totals for selection criteria and EM service are also included and divided into four sections. The sections include number of accountable equipment records, equipment records with UII assigned, equipment records requiring a UII, and equipment records requiring user update.

(2) Use. This report can be used to view equipment items requiring data for a UII. It is mainly for future use in identifying equipment that may be potentially marked with the new 2D matrix barcode.

s. Equipment Management Equipment with A Unique Item Identifier (UII) Assigned (Standard Inquiry). The EM Equipment with a UII Assigned Report list all active equipment records that a UII assigned.

(1) Content. This report displays the equipment separated by Item ID listing the ECN, customer, U/I, Org ID, and manufacturer.

(2) Use. The report is mainly for future use in identifying equipment that must be marked with a new 2D matrix barcode.

t. Equipment Account Report (Standard Inquiry). The Equipment Account Report gives HTM a list of all equipment on record for each organization. This report is produced upon request.

(1) Content. This report shows the equipment record(s) assigned to each customer, balance type information, and MTF Catalog information for each equipment item.

(2) Use. This report gives HTM a detailed list of all equipment on record for each organization.

u. Equipment Account Summary Report (Standard Inquiry). The Equipment Account Summary Report is a summary of all items on the EM account.

(1) Content. This report is divided by four price categories. Each price category displays total dollar value, number of Item IDs, and number of equipment records. Each indicates the total percentage of equipment it accounts for. A statement of responsibility for the Equipment Manager is also available to sign.

(2) Use. This report summarizes the value of the organization's equipment account and provides an accountable document for HTM managers to sign for and assume responsibility for the organization's overall equipment account.

v. Equipment Gain and Loss Report (Standard Inquiry). This inquiry lists all accountable records that have been gained or lost to the EM Account.

(1) Content. The search criteria include search by Org ID allowing for the specification of beginning and end dates. The contents of the report include document number, transaction date, customer ID, Item ID, ECN, nomenclature, serial number, reversal indicator, transaction code, and reason.

(2) Use. This report provides HTM a tool for researching and managing equipment gains and losses.

w. Equipment Line Item Number Report (Standard Inquiry)

x. Equipment Prime/Sub Report (Standard Inquiry)

y. Equipment Records for Device Class Report (Standard Inquiry). This inquiry provides the Equipment Manager with a list of equipment records for the specified Device Class.

(1) Content. Upon specifying the Device Class in the search criteria, this report displays device code, Item ID, nomenclature, ECN, Customer ID, manufacturer, nameplate model, serial number, and acquisition cost.

(2) Use. This report provides HTM a tool for managing a particular type of equipment.

z. Equipment Replacement Report (Standard Inquiry). The Equipment Replacement Report (Figure 29) is produced upon request and provides HTM and equipment custodians with a list of equipment that is eligible or becoming eligible for replacement.

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT									
EQUIPMENT REPLACEMENT REPORT					AS OF DATE: 16 MAY 2011				
DATE PREPARED:	16 MAY 2011								
DODAAC:	FM4425	UIC:	ORGANIZATION NAME: FM4425-779 MDG ANDREWS AFB			ORG ID: FM4425			
FUND:	Expense	ORGANIZATION ID:	FM4425	CUSTOMER ID:	355681	CUSTOMER NAME: INHALATION THERAPY			
ITEM ID	EQUIPMENT NOMENCLATURE			LE	ACQ DATE	YRS DEF	MAINT COST	ACQ COST	
ECN	MANUFACTURER		NAMEPLATE MODEL	REP REQ. NO	MAINT ASSESSMENT				
Replacement Year				3					
9773VISION	VENTILATOR, NONINVASIVE POSITIVE PRESSURE			8	28 AUG 2002	1	\$5,360.31	\$10,507.91	
026718	RESPIRONICS INC		582059		GOOD				
<b>PRIORITY:</b>							<b>REPLACEMENT PRICE:</b>		
<b>COMMENTS:</b>									
Total Acq Cost for Replacement Year							3 :	\$20,919.31	

Figure 29. Equipment Replacement Report

(1) Content. The search criteria include type of equipment expense or capital, number of years 1 through 5, organization, and customer.

(2) Use. Use this report and HTM-approved/unfunded files as the basis for budget inputs. HTM provides equipment custodians copies of this report to use in preparing their expense equipment budgets.

aa. Equipment Transfers Report (Standard Inquiry). This report is produced upon request and provides a list of accountable equipment records that have been transferred to or from a customer account.

(1) Content. The selection criteria for this inquiry allows for the date range, applicable customer, and sort option by document number or ECN. The report displays the document number, transaction date, Item ID, ECN, nomenclature, serial number, and transaction reason.

(2) Use. This report provides HTM with a tool for researching equipment transfers.

ab. Excess Equipment Reconciliation Report (Standard Inquiry). This inquiry is produced upon request and provides a list of reportable and non-reportable excess items on HTM excess account.

(1) Content. This report is separated between potential reportable excess and potential non-reportable excess.

(2) Use. HTM personnel can use this report to manage excess equipment.

ac. Inactive Due-in/Due-out Report (Standard Inquiry). The Inactive Due-in/Due-out Report inquiry is produced upon request and provides HTM with a list of equipment due-outs with associated due-ins that are complete.

(1) Content. The specific report selection criteria include search by date range and sort by due-in document number or by Item ID.

(2) Use. HTM personnel can use this list to research inactive due-ins/due-outs.

ad. Potential Custodian Inventory List (Standard Inquiry). The Potential Custodian Inventory List (Figure 30) is produced upon request and provides HTM with a list of inventories that are due within the next 90 days.

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT					
DATE PREPARED: 16 MAY 2011	POTENTIAL CUSTODIAN INVENTORY LIST			AS OF DATE: 01 MAY 2011	
DODAAC: FM4425	UIC:	ORGANIZATION NAME: FM4425-779 MDG ANDREWS AFB		ORG. ID: FM4425	
CUSTOMER ID	CUSTOMER NAME	CUSTODIAN NAME	CUSTODIAN PHONE	LAST INV. DATE	NEXT INV. DATE
245245	NEGATIVE SVC CUSTOMER	SHON BAKER	2323		
355406	OCCUPATIONAL THERAPY	ALEXANDRA ADAMS	7-4074	06 AUG 2010	01 JUN 2011
355448	PAIN MANAGEMENT	REZA AKBARI	72706	06 AUG 2010	01 JUN 2011
3H561J	PENTAGON FLT MEDICINE ANNEX	REZA AKBARI	72706	06 AUG 2010	01 JUN 2011
355790	INPATIENT AFFAIRS	REGINA ALLEN	2408578397	06 AUG 2010	01 JUN 2011

Figure 30. Potential Custodian Inventory List

(1) Content. This report displays the customer's last and next scheduled inventory dates.

(2) Use. This report provides HTM officers a tool to schedule and prepare for upcoming equipment inventories.

ae. Reported Excess Equipment Report (Standard Inquiry). This report is produced upon request and provides a list of equipment items that have been reported as excess that are still awaiting disposition or pending action. The report displays all status codes the item has received while in excess. This report can be produced upon request.

(1) Content. The report displays all status codes the item has received while in excess.

(2) Use. Use this report to manage equipment that is reported excess.

af. Systems and Components Report (Standard Inquiry). This report is produced upon request and provides HTM with a list of system equipment records with the associated component equipment records.

(1) Content. This report displays the total system acquisition cost, along with ECNs, Item ID, equipment nomenclature, manufacturer, nameplate model, serial number, and acquisition cost.

(2) Use. This report provides the HTM officer with a tool for managing system equipment records and the associated components.

9. EQUIPMENT MAINTENANCE REPORTS. Selected Equipment Maintenance, also known as Maintenance Activity (MA) reports are as follows:

a. Average Annual Maintenance Cost Report (Standard Report). This report lists all manufacturer/common models of equipment that were in the facility during the past FY. This report is only produced during end-of-FY processing and only if Common Model Records have been created.

(1) Content. This report is listed alphabetically by Equipment Nomenclature. Dollar values are averages for manufacturer/common model, accomplished by summing all costs for each category and dividing by quantity of equipment items for that manufacturer/common model.

(2) Use. This report provides high-level cost data for each manufacturer/common model of equipment. Retention: 12 Months.

b. Consolidated Customer Maintenance Report (Standard Report). The consolidated Customer Maintenance Report summarizes work order information from individual Customer Maintenance Reports and displays it in a single report.

(1) Content. The Consolidated Customer Maintenance Report is broken down into sections by Organization Name. Each section contains a row for each supported Customer Name within that organization. The Grand Total line gives the sum total for all supported organizations.

(2) Use. This report provides the HTM sustainment/maintenance manager with a summary view of work order counts, service hours, and potential problem areas for each supported customer. It is useful for determining which departments are utilizing HTM Sustainment and as a possible indicator of the need for operator training. It can also help identify facility modification needs. Retention: 12 Months.

c. Contract Expiration Report (Standard Report). This report provides a list of contracts with contract end dates that occur within the next 6 months. The Standard Report version is created in the March, June, September, and December EOM processing for each

Sustainment/Maintenance Activity; however, it is not produced if there is no contract data in the Contract Management module.

(1) Content. It is generated in a list format in both Contractor sequence and End Date sequence.

(2) Use. This report alerts HTM sustainment/maintenance managers of equipment with an expiring contract in order to prepare for organizational or additional contractual maintenance support. The report can also be used to identify possible deficiencies that can be corrected before the contract period expires. Review to avoid lapses in contract coverage. Retention: 3 Months—Manually save inquiries.

d. Customer Maintenance Report (Standard Report). The Customer Maintenance Report provides information on scheduled and unscheduled services performed by the HTM Sustainment/Maintenance Activity and Contractors and the status of all work orders not completed prior to EOM processing.

(1) Content. The report is created for each customer supported by the HTM Sustainment/Maintenance Activity. The list portion is in Work Order Number sequence. It is separated by Work Order Category; Part I contains Unscheduled Work Orders, and Part II contains Scheduled Work Orders. Part III of the report contains the work order number and ID data of any equipment items where the Work Order Status is Unable to Locate.

(2) Use. The Customer Maintenance Report provides the HTM Sustainment/Maintenance Activity and each Customer, information on the maintenance services and support provided for the Customer. Retention: 1 Month.

e. Customer Scheduled Services Listing (Standard Report). The report provides a list of equipment that is due for scheduled services within a Customer's area.

(1) Content. A separate listing in ECN sequence is provided for each Customer ID for which scheduled work orders are created.

(2) Use. The report is to advise the customers of equipment items that are due for scheduled services, and to aid in coordinating these services. Retention: 1 Month.

f. Maintenance Management Report (Standard Report). The Maintenance Management Report provides summarized management data on the type of work performed and time expended during the report month.

(1) Content. This is a three-part report to include Unscheduled Services, Scheduled Services, and Maintenance Service Time Accounting.

(a) Part I, Unscheduled Services (Figure 31), shows the number of unscheduled services and the time recorded to perform these services. It also provides columns for in-house technicians and others. The second section provides statistics about the number of unscheduled

work orders. The third section shows the ending balance of work orders by status and by the number of days they have been open.

(b) Part II, Scheduled Services (Figure 32) shows the number of scheduled services that were required for the month and then captures the number completed. It displays the number of hours logged for the completed services and totals the number of services not performed. The completion numbers are then displayed as a percent of services completed. The second section provides statistics about the number of scheduled work orders, and the third section shows the ending balance of work orders by status and by the number of days they have been open.

(c) Part III Maintenance Service Time Accounting (Figure 33) displays the number of authorized versus assigned military and civilians. The second section summarizes time for all active technicians as recorded on the sustainment/maintenance personnel time sheet. The third section provides statistics about the number of hours available versus the number of hours recorded in work orders. Refer to the DHA-Procedures Manual “Guidance for the Operations of the Healthcare Technology Management Biomedical Equipment Program” for guidance on completing the Maintenance Management Report.

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT						
MAINTENANCE MANAGEMENT REPORT						
MEDICAL EQUIPMENT REPAIR CENTER						
Part I: Unscheduled Services						
		Work By Technician	Work By Other			
Number of Services Performed		0	0			0
Hours Expended		0	0			0
Average Response Time (HRS)		0	0			0
<b>Work Orders</b>						
Beginning Balance		64				
New		0				
Re-Opened		0				
Completed		0				
Canceled		0				
Ending Balance		64				
<b>Ending Balance Status</b>						
	Unassigned	Assigned	Parts	Depot	Contract	Total
00-30 Days	0	0	0	0	0	0
31-60 Days	2	0	0	0	0	2
61-90 Days	2	0	0	0	0	2
91+ Days	11	27	8	0	14	60
<b>Total</b>	<b>15</b>	<b>27</b>	<b>8</b>	<b>0</b>	<b>14</b>	<b>64</b>

Figure 31. Maintenance Management Report, Part I

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT								
MAINTENANCE MANAGEMENT REPORT								
MEDICAL EQUIPMENT REPAIR CENTER								
Part II: Scheduled Services								
	Work By Technician				Work By Other			
	INSP	PM	CAL	SPR	INSP	PM	CAL	SPR
Number of Services Scheduled	3,280	2,091	2,428	461	N/A	N/A	N/A	N/A
Number of Services Performed	0	0	0	0	0	0	0	0
Hours Expended	0	0	0	0	0	0	0	0
Number of Services Not Performed	3,280	2,091	2,428	461	N/A	N/A	N/A	N/A
Percent of Services Performed	.0%	.0%	.0%	.0%	N/A	N/A	N/A	N/A

Work Orders	
Beginning Balance	3,045
New	390
Re-Opened	0
Completed	0
Canceled	0
Ending Balance	3,435

Ending Balance Status							
	Unable to Locate	Unassigned	Assigned	Parts	Depot	Contract	Total
00-30 Days	0	390	0	0	0	0	390
31-60 Days	0	585	0	0	0	0	585
61-90 Days	0	430	0	0	0	0	430
91+ Days	7	1,971	10	11	0	31	2,030
Total	7	3,376	10	11	0	31	3,435

Figure 32. Maintenance Management Report, Part II

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT		
MAINTENANCE MANAGEMENT REPORT		
MEDICAL EQUIPMENT REPAIR CENTER		
Part III: Maintenance Service Time Accounting		
	Military	Civilian
Authorized	0	0
Assigned	0	0
<b>Time Sheet Information</b>		
Personnel Assigned	0	
Regular Hours	.0	
Overtime Hours	.0	
Total Hours	.0	
Non-Duty Absence	.0	
Duty Absence	.0	
Admin/Support	.0	
Technical Training	.0	
Supervisory Hours	.0	
Travel Hours	.0	
<b>Time Sheet Calculations</b>		
Charged Hours	0	
Hours Available for Work	0	
Charged Hours/Hours Available for Work	0.0%	
Hours Available for Maintenance	0	
Charged Hours/Hours Available for Maintenance	0.0%	
<b>Authenticating Officer</b>		<b>Maintenance Manager</b>
Name _____	Signature _____	Name _____
Grade _____	Date Signed _____	Grade _____
Title _____		Signature _____

Figure 33. Maintenance Management Report, Part III

(2) Use. Supervisors use this report to evaluate the equipment sustainment program. This report should facilitate the ID of trends. Give special attention to open work orders, critical and life-support equipment service, equipment calibration, etc.

g. Materiel Condition Status Report (Standard Report). The report is produced for each Army Maintenance Activity that has reportable records and has updated all the data fields required on the report.

h. Medical Expense and Performance Reporting System (MEPRS) (Standard Report). The MEPRS Report provides the man-hours expended for each customer.

(1) Content. The MEPRS is produced alphabetically in column format by MEPRS Code sequence by organization.

(2) Use. It allows the resource manager to distribute maintenance costs to the various expense centers (customers). The report is also useful for the HTM Sustainment manager to see how the maintenance time and cost is distributed among the customers being supported. Retention: 12 Months.

i. Productivity Report/Maintenance Activity (Standard Report). The Maintenance/Sustainment Activity Productivity Report contains a comparison of the time

available for the HTM Sustainment/Maintenance Activity to accomplish work and how that time was used to support the sustainment/maintenance mission.

(1) *Content.* A listing in Service Type sequence is provided for each Service Type that has had time recorded in a work order. The data related to time available for work is from data input on the Monthly Timesheet. The data related to type of service and hours charged is from data input on work orders. The report is delineated by type of work and hours charged. The report also shows the concentration of the total time spent in performing that type of work, by both the current month and a trend of the last 12 months.

(2) *Use.* The Productivity Report is used by the HTM Sustainment Manager to monitor and evaluate the work accomplished during the month by Sustainment/Maintenance Activity. Retention: 12 Months.

j. Productivity Report/Team (Standard Report). The Team Productivity Report contains a comparison of the time available for the team to accomplish work and how that time was used to support the sustainment/maintenance mission.

(1) *Content.* A listing in Service Type sequence is provided for each Service Type that has had time recorded in a work order. The data on time available for work is from data input on the Monthly Timesheet. The data related to type of service and hours charged is from data input on work orders. The report is delineated by type of work and hours charged. The report also shows the concentration of the total time spent in performing that type of work, by both the current month and a trend of the last 12 months.

(2) *Use.* The Productivity Report is used by the Sustainment Team Leader to monitor and evaluate the work accomplished during the month by both Team and Technician.

k. Productivity Report/Technician (Standard Report). The Sustainment/Maintenance Technician Productivity Report is created for each Technician assigned to the Sustainment Activity.

(1) *Content.* A listing in Service Type sequence is provided for each Service Type that has had time recorded in a work order. The report contains a comparison of the time available for the technician to accomplish work and how that time was used to support the sustainment mission. The data on time available for work is from data input on the Monthly Timesheet. The data related to type of service and hours charged is from data input on work orders. The report is delineated by type of work and hours charged. The report also shows the concentration of the total time spent in performing that type of work, by both the current month and a trend of the last 12 months.

(2) *Use.* The Maintenance Technician Productivity Report is used by the Sustainment Manager/Foreman/Team Leader to monitor and evaluate the work accomplished during the month by the Technician. Retention: 12 Months.

1. Unable to Locate Equipment Notification (Standard Report). The Unable to Locate Equipment Notification Report (Figure 34) lists equipment that has an Accountable Equipment Code of ‘Y’ and has not been located during maintenance visits by a Sustainment/Maintenance Activity.

Date Prepared: 16MAY2011		As Of: 30APR2011		
<b>DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT</b>				
<b>UNABLE TO LOCATE EQUIPMENT NOTIFICATION</b>				
<i>MEDICAL EQUIPMENT REPAIR CENTER could not locate the following item(s) while attempting to perform maintenance. Request your assistance in locating the items, or process the appropriate actions to update the Customer's equipment records.</i>				
<b>Organization:</b> FM4425-779 MDG ANDREWS AFB				
<b>Customer ID:</b> 355121		<b>Customer Name:</b> SURGICAL UNIT 2H		<b>Office Symbol:</b> SGCQI
ECN	Nomenclature	Manufacturer	Nameplate Model	Manufacturer Serial
033204	INFUSION PUMP, GENERAL-PURPOSE	SIGMA INTERNATIONAL LLC	35700	720899
<i>Please Reply to MEDICAL EQUIPMENT REPAIR CENTER NLT 5/15/2011.</i>				

Figure 34. Unable to Locate Equipment Notification Report

(1) Content. This report is listed sequentially by ECN with a page break for Customer.

(2) Use. Equipment managers use this report to identify any equipment items that cannot be found for servicing. Retention: 1 Month.

m. Warranty Expiration Report (Standard Report). The Warranty Expiration Report provides a list of equipment with warranty expiration dates that occur within the next 6 months. The Standard Report version is produced in the March, June, September, and December EOM processing for each HTM Sustainment/Maintenance Activity; however, it is not produced if there are no equipment records with warranty expiration dates within 6 months.

(1) Content. It is generated in a list format in both Labor End Date sequence and Parts End Date sequence.

(2) Use. This report alerts the maintenance manager of equipment with a warranty that is expiring in order to prepare for organizational or contractual maintenance support and to identify possible deficiencies that can be corrected before the warranty period expires. Review quarterly to prevent loss of MA coverage.

n. Work Order Management Summary–Maintenance Activity (Standard Report). The Work Order Management Summary (12 Month Trend) provides summary data of all work orders that have been created by the HTM Sustainment/Maintenance Activity. It displays the totals completed and the status of any work orders remaining open.

(1) Content. The Work Order Management Summary is provided in a column and row format by Months.

(2) Use. The Work Order Management Summary provides a view of the work order production and performance of the HTM Sustainment/Maintenance Activity in a 12-month trend to the HTM Sustainment Manager. Retention: 12 Months.

o. Work Order Management Summary–Team (Standard Report). The Work Order Management Summary (Maintenance Activity by Team) provides summary data of all work orders that are assigned to a Sustainment/Maintenance Team and displays the totals completed and the status of any work orders remaining open.

(1) Content. The Work Order Management Summary, Maintenance Activity by Team Report, is provided in a column and row format by Teams.

(2) Use. The Work Order Management Summary provides a view of the work order production and performance of the Maintenance Activity by Teams to the HTM Sustainment Manager. Retention: 12 Months.

p. Work Order Management Summary–Technician (Standard Report). The Work Order Management Summary (Team by Technician) provides summary data of all work orders that are assigned to each Sustainment/Maintenance Technician and displays the totals completed and the status of any work orders remaining open.

(1) Content. The Work Order Management Summary is in a column and row format by Technicians.

(2) Use. The Work Order Management Summary provides a view of the work order production and performance of the Maintenance Activity by Technicians to the HTM Sustainment Manager. Retention: 12 Months.

q. Medical Equipment Repair Center Workload Report. The Workload Report (Figure 35) shows the number and status of open unscheduled work orders, the number of open scheduled work orders, and the estimated hours required to complete the scheduled work orders. The Standard Report captures this data for each HTM Sustainment/Maintenance Activity at the start of the month.

Date Prepared: 17MAY2011		As Of: 30APR2011	
DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT			
WORKLOAD REPORT			
MEDICAL EQUIPMENT REPAIR CENTER			
May 2011			
OPEN WORK ORDERS			
UNSCHEDULED		SCHEDULED	
Unassigned:	0	Unassigned:	398
Unassigned - Delay:	37	Unassigned - Delay:	0
Assigned:	0	Assigned:	110
Assigned - Delay:	22	Assigned - Delay:	0
Awaiting Delivery:	0	Awaiting Delivery:	0
Awaiting Parts:	6	Awaiting Parts:	0
Part(s) Issued:	1	Part(s) Issued:	0
Work in Progress:	3	Work in Progress:	11
Work On Hold:	0	Work On Hold:	0
Returned to Depot:	0	Returned to Depot:	0
Returned to Contractor for Service:	4	Returned to Contractor for Service:	15
Pending Contractor Service On Site:	0	Pending Contractor Service On Site:	4
Waiver Requested:	0	Waiver Requested:	0
Unable to Locate:	0	Unable to Locate:	0
<b>TOTAL</b>	<b>73</b>	<b>TOTAL</b>	<b>538</b>
Open 31-60 Days:	23	Open 31-60 Days:	9
Open 61-90 Days:	2	Open 61-90 Days:	3
Open >90 Days:	0	Open >90 Days:	4
		Est. Scheduled Hours:	0.0

Figure 35. Medical Equipment Repair Center Workload Report

(1) Content. The Workload Report displays open work orders in rows by Work Order Category and Work Order Status. Scheduled work orders are displayed by Unassigned, Assigned, and Unable to Locate. In addition, the program shows the periods of time the work orders have been open.

(2) Use. The Workload Report is used by the HTM sustainment manager to manage the sustainment/maintenance workload during the month. Retention: 1 Month.

r. Authority to Operate Expiration Report (Standard Inquiry). The Authority to Operate (ATO) Expiration Report provides the capability to enter a range of dates to include on the report.

(1) Content. These fields in this report include: Date ATO Expires, Date ATO Issued, ECN, Nomenclature, Manufacturer, Common Model, and Serial Number.

(2) Use. This report provides the manager with a list of all equipment associated with the HTM Sustainment/Maintenance activity with an ATO expiration date within the specified range.

s. Contract Expiration Report (Standard Inquiry). Content and use are the same as the Contract Expiration (Standard) Report (paragraph 9.c., EM Reports, in this enclosure). This inquiry is produced only when the user requests the information and allows the user to enter beginning and ending dates to customize the results.

t. Customer Scheduled Services Listing (Standard Inquiry). Content and use are similar to the standard report version. When generated as a standard inquiry, DMLSS provides a list of equipment due services during the month after which the inquiry was requested.

u. Equipment Attached to the Network Report (Standard Inquiry). The Equipment Attached to the Network Report provides a list of all equipment associated with the HTM Sustainment/Maintenance Activity with the “Connected to the LAN” checkbox selected.

(1) Content. This report displays ECN, Nomenclature, Manufacturer, Item ID, Common Model, Org ID, Customer, Assemblage, and Location.

(2) Use. This report shows managers all assigned equipment that has the “Connected to the LAN” checkbox selected.

v. Equipment Containing Patient Data Report (Standard Inquiry). This report lists all the Health Insurance Portability and Accountability Act equipment.

(1) Content. This report displays ECN, Nomenclature, Manufacturer, Item ID, Common Model, Org ID, Customer, Assemblage, and Location.

(2) Use. This report shows managers all assigned equipment that has the Contains Patient Data checkbox selected on the Maintenance Data tab.

w. Equipment Without a Maintenance Activity Report (Standard Inquiry). The Equipment Without a Maintenance Activity Report is user generated as a standard inquiry report and shows active equipment records that have a maintenance requirement but have no associated HTM Sustainment/Maintenance Activity.

(1) Content. This report displays equipment data in column format.

(2) Use. This report is used by the HTM Sustainment Manager/Foreman/Team Leader to monitor and correct equipment records that have a maintenance requirement and no associated HTM Sustainment/Maintenance Activity.

x. Equipment Without a Maintenance Plan Report (Standard Inquiry). This report is user generated as a standard inquiry report and shows active equipment records that have a maintenance requirement but have no Maintenance Plan associated with either the Equipment Nomenclature, Manufacturer/Common Model, or ECN.

(1) Content. This report displays equipment data in column format.

(2) Use. This report is used by the HTM Sustainment Manager/Foreman/Team Leader to monitor and correct equipment records that have a maintenance requirement and no associated Maintenance Plan.

y. Life Support Equipment Report (Standard Inquiry). This report lists all equipment marked as Life Safety.

(1) Content. This report displays ECN, Nomenclature, Manufacturer, Item ID, Common Model, Org ID, Customer, Assemblage, and Location.

(2) Use. This report shows managers all assigned equipment that has the Life Support checkbox selected on the Maintenance Data tab.

z. Maintenance Interval Without a Date Due (Standard Inquiry). The Maintenance Interval Without a Date Due Report is user generated as a standard inquiry report and shows active equipment records that have a maintenance interval associated with a Maintenance Type but have no Date Due.

(1) Content. This report displays equipment data in column format.

(2) Use. The HTM Sustainment Manager/Foreman/Team Leader may use this report to monitor and correct equipment records that have a maintenance interval associated with a Maintenance Type, but have no Date Due.

aa. Suspended Scheduled Work Orders Report (Standard Inquiry). The Suspended Scheduled Work Orders Report is user generated as a standard inquiry report and lists all items of equipment that have a scheduled maintenance requirement and whose suspend scheduled work orders indicator is active.

(1) Content. This report displays equipment data in column format.

(2) Use. This list is used by the HTM Sustainment Manager/Foreman/Team Leader to monitor and, if necessary, correct equipment records that have had their scheduled work orders suspended.

ab. Test, Measurement, and Diagnostic Equipment (TMDE) Report (Standard Inquiry). This report shows all TMDE.

(1) Content. This report displays ECN, Nomenclature, Manufacturer, Item ID, Common Model, Org ID, Customer, Assemblage, and Location.

(2) Use. This report shows managers all assigned equipment that has the TMDE checkbox selected on the Maintenance Data tab.

ac. Warranty Expiration Report (Standard Inquiry). Content and use are the same as standard report version. This inquiry is only produced when the user requests the information and allows the user to enter beginning and ending dates to customize the results.

ad. Workload Report (Standard Inquiry). The content and use are the same as the standard report version. The Standard Inquiry can be run at any time and displays the data for that point in time. The Standard Inquiry allows the manager to get a feel for how the work is progressing during the month.

10. SYSTEM SERVICES (SS) REPORTS. Selected SS Reports are as follows:

a. Assemblage Funds Status Report. See paragraph 5.g., AM Reports in this enclosure.

b. Balance in Defense Finance and Accounting Service (DFAS) Report. Transaction history report for the month. See Figure 36.

(1) Content. This report lists Reimbursable DPSC and Reimbursable Local Balances as a summary. Details include the transaction date, document number, Item ID, Quantity, and price.

(2) Use. This list is used by various DMLSS users.

DFAS Balance Detail Report												
Strat Type: OPR Strat State: SER ARC: X												
Date Range: 01 Mar 2019 to 31 Mar 2019											Date Prepared: 25 Jul 2019	
Trans Code	Tric Code	Trans Date	Document Number	Item ID	Rev Ind	Refd Cd	User ID	UOS	Qty	UOS Price	Total Amount	
Line: (2A) Reimbursable DPSC											Balance: \$222,747.34	
RRD	RRD	3/1/2019	W33BRA83624242	5225E8350NJ	N	R	STANCIL	EA	1	441.49	441.49	
RRD	RRD	3/1/2019	W33BRA90104537	5225E8350NJ	N	R	STANCIL	EA	1	441.49	441.49	
RRD	RRD	3/1/2019	W33BRA90224513	8884414600	N	R	CARROLLR	BX	5	5.23	26.15	
RRD	RRD	3/1/2019	W33BRA90374258	0332020	N	R	CARROLLR	CS	1	29.61	29.61	
RRD	RRD	3/1/2019	W33BRA90384439	0332020	N	R	CARROLLR	CS	1	29.61	29.61	
RRD	RRD	3/1/2019	W33BRA90384455	0332020	N	R	CARROLLR	CS	1	29.61	29.61	
RRD	RRD	3/1/2019	W33BRA90574425	450235	N	R	CARROLLR	BX	42	25.12	1055.04	
RRD	RRD	3/1/2019	W33BRA90574426	4936	N	R	CARROLLR	CS	2	58.52	117.04	
RRD	RRD	3/1/2019	W33BRA90574428	MAXP	N	R	CARROLLR	BX	5	206.74	1033.70	
RRD	RRD	3/1/2019	W33BRA90584220	364902	N	R	CARROLLR	BX	1	145.36	145.36	
RRD	RRD	3/1/2019	W33BRA90584221	MAXP	N	R	CARROLLR	BX	1	206.74	206.74	
RRD	RRD	3/1/2019	W33BRA90584222	MAXA	N	R	CARROLLR	BX	1	206.74	206.74	

Figure 36. Defense Finance and Accounting Service Balance Detail Report

c. End-of-Period (EOP) Status. This report allows the user to choose between an end-of-day, EOM, or end of year status report.

(1) Content. This report shows the step, name (of the step), beginning and ending time, and status beginning and ending messages.

(2) Use. This report allows the DMLSS SA to view the status of each step in the EOP process. It also allows the DMLSS SA to identify whether each EOP step successfully completed or failed, and which step(s) failed during the EOP process.

d. End-of-Year Funds. After selecting the desired criteria of Log, Project Center, Expense Center or All, the End-of-Year Funds Report displays the appropriate fund data.

(1) Content. This report displays target amount, available balance, committed, obligated, credits, reimbursable sales, non-reimbursable sales, surcharges, and expenses by EOR for the selected criteria.

(2) Use. This report can be used to ensure the availability of funds and validate available balances.

e. Expenditures by Source of Supply (SOS). This report displays expenditures by customer ID and is most applicable for a CAIM SOS. The only authorized U.S. Air Force CAIM SOS is medical maintenance.

f. Expense Center End-of-Month (EOM) Fund Balance. See paragraph 4.r, IM Reports in this enclosure.

g. Expense Center Expenses by Element of Resource (EOR). See paragraph 6.t., CAIM Reports in this enclosure.

h. Expense Center Fund Summary. See paragraph 6.u. in, CAIM Reports in this enclosure.

i. Expense Center Fund Utilization. First, choose the desired FY, expense center, and quarter, and then select "OK."

(1) Content. This top part of this report displays the start date, end date, project center target amount, and expense center obligations. The bottom part of the report details expenditures by Item ID, item description, SOS, U/P, current U/P price, total usage, total obligations, and percent of target.

(2) Use. This report can be used by financial managers to account for the utilization of funds at the expense center level.

j. Expiring Funds. This report shows the projected exhaustion dates for medical materiel, LOG, Facility Management, and AM fund centers.

(1) Content. This report displays fund centers, fund center names, fund types, Org IDs, daily consumption rates, and projected consumption dates.

(2) Use. This report can be used to ensure the availability of funds prior to exhaustion.

k. Facility Management (FM) Installations by Military Medical Treatment Facility (MTF)/Unit. The following pertains to the FM Installations by MTF/Unit Report.

(1) Content. This report displays the MTF/Unit, along with its associated Facility Management installation.

(2) Use. Use this option to list the MTF/Units with their associated Facility Management installations.

1. Financial Archives Expense Center (Detail)

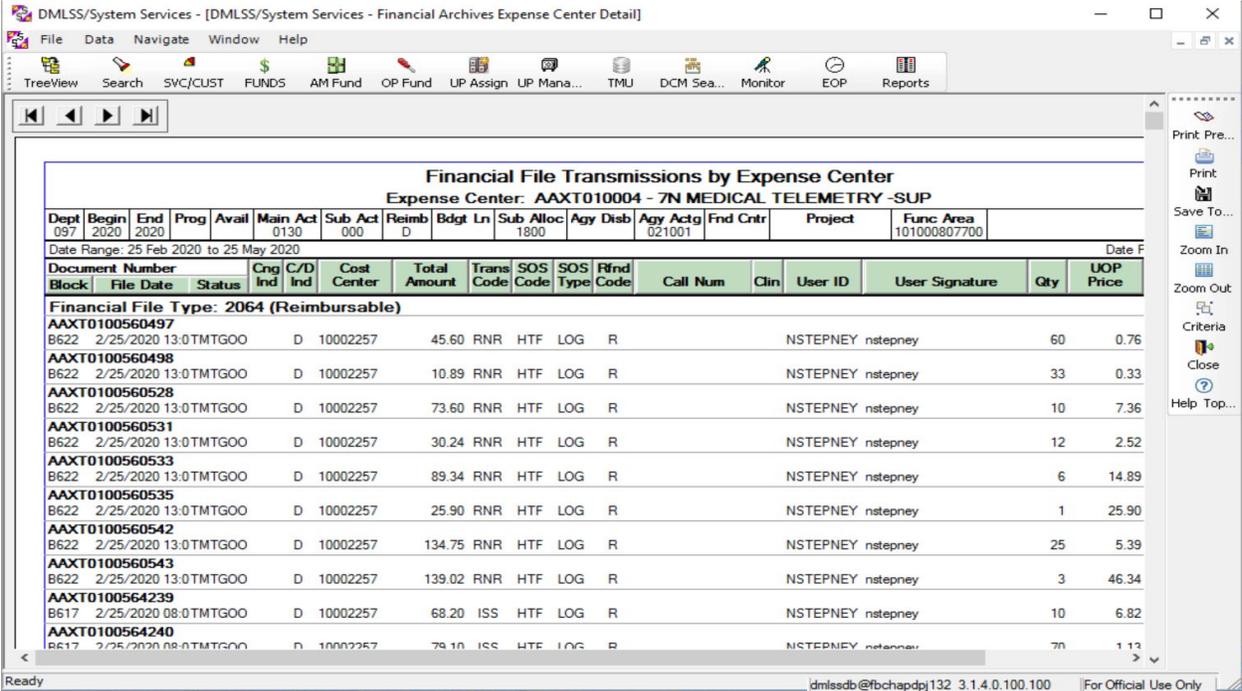


Figure 37. Financial Archives Expense Center (Detail)

m. Financial Archives Project Center (Summary)

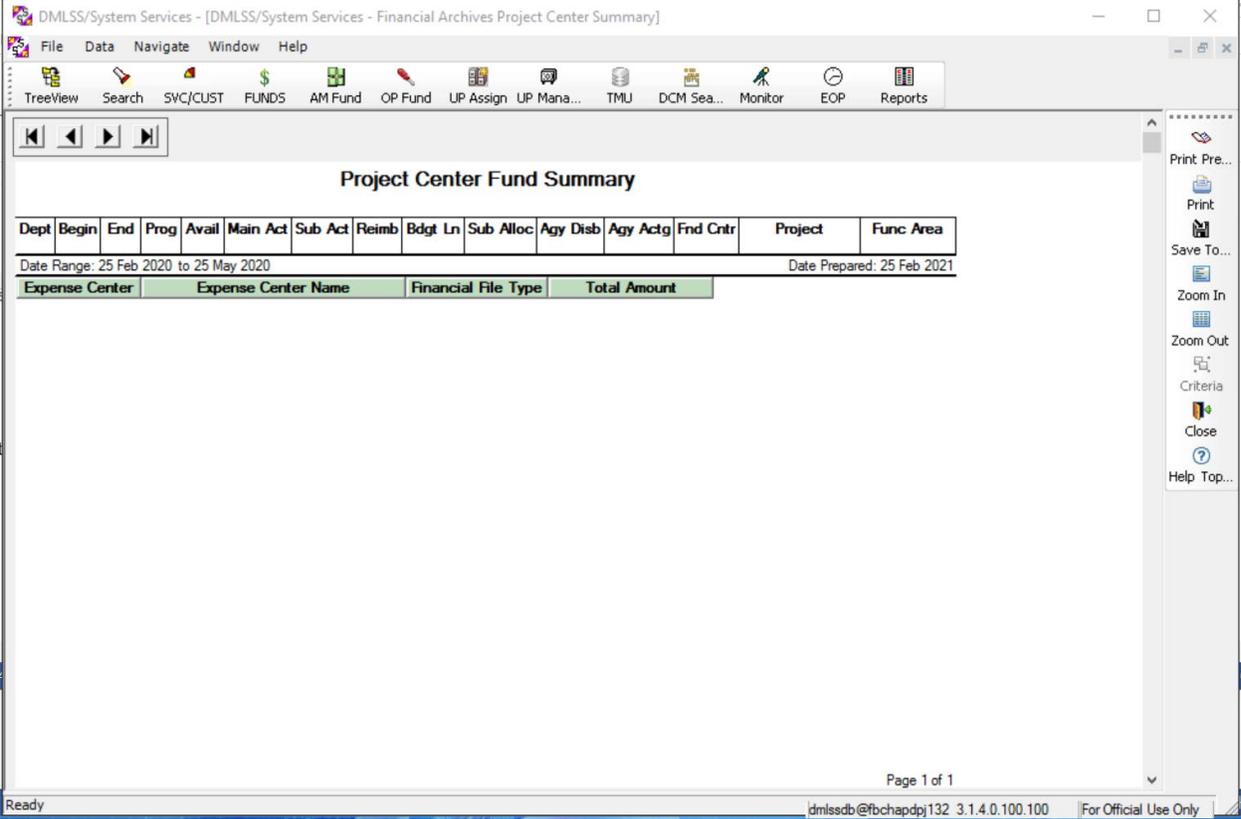


Figure 38. Financial Archives Project Center (Summary)

n. Financial Organizational Structure. This report allows the user to choose either the internal or external organization (Figures 39 and 40).

**Financial Organizational Structure Report**  
 Internal  
 Page 1 of 21

Org ID:	Org Name:	Customer Name	Cost Center ID	Expense Center	Fund Cd	Appropriation Fund ID	Project Center	Project Center Name
<b>Org ID: T33BTT</b>	<b>Org Name: MARKSMANSHIP TNG UNIT</b>							
X33BTT	USA MARKSMANSHIP UNIT		4400024	X33BTT2002	31	202011012	00003554	6000010305
<b>Org ID: W31POX</b>	<b>Org Name: TUSKEGEE UNIV PBO</b>							
X31POX	TUSKEGEE UNIVERSITY ARMY ROTC		A1A0DEFAULT	X31POX001	WZ			
<b>Org ID: W31RRM</b>	<b>Org Name: 2ND ROTC, AUBURN UNIVERSITY</b>							
X31RRM	2ND ROTC, AUBURN UNIVERSITY		X31RRM001	X31RRM001	SC			
<b>Org ID: W32BRA</b>	<b>Org Name: FORT BENNING MARTIN ARMY COMM HOISP</b>							
172-1	PHYSICAL EXAM		74Y20094	9999	WZ			
206-1	APU		74Y20094	9999	WZ			
237-1	NUTRITION CARE DIV		DELETE	9999	WZ			
EB05ET	EBOLA RESPONSE SET		74Y20094	EB05ET9002	WZ	0130211019	W33BRACUS	MAIN CUST FUND-13-14-1-19
F907YP	75TH RANGERS SCK CALL		74Y20094	F907YP9002	WZ	0130211019	W33BRACUS	MAIN CUST FUND-13-14-1-19
FM0003	BUDGET BRANCH		74Y20094	9999	WZ			
FMADMS	ADMINISTRATION SERVICES BRANCH		DELETE	FMADMS1001				
FMAMBUI	AMBULATORY NURSING SERVICES		74Y20094	9999	WZ			
FMASAP	ASAP-SUBSTANCE ABUSE CLINIC		74Y20094	9999	WZ			
FMBEHV	SRP MENTAL HEALTH-BEHAVIORAL HEALTH		74Y20094	9999	WZ			
FMCHTM	CHEF, CTMO #1		DELETE	FMCHTM1001				
FMCIENT	DENTAL COST POOL		74Y20071	FMCIENT101				
FMEMFS	EXCEPTIONAL FAMILY MEMBER SERVICES		DELETE	FMEMFS1001				
FMFAMC	FAMILY MEDICINE CLINIC		74Y20094	FMFAMC1001				
FMINTR	INTERNAL REVIEW		DELETE	FMINTR1001				
FMIVRS	IMMUNIZATION/VACCINE RECEPTION STAT		74Y20094	FMIVRS1001				
FMMEDM	MEDICAL MANAGEMENT ADMIN		DELETE	FMMEDM1001				
FMOPRE	RECEPTION STATION - OPTOMETRY CLINIC		FMSPC	FMOPRE1001				
FMOUTC	OUTCOMES MANAGEMENT SERVICE		DELETE	FMOUTC1001				
FMOUTP	OUTPATIENT RECORDS		NOHE	9999	WZ			
FMFAPH	FA PHASE II STUDENTS		DELETE	FMFAPH1001				
FMFART	3RD PARTY COLLECT		DELETE	9999	WZ			
FMPEVA	PHYSICAL EVAL BOARD (FM)		FMSPCMGMT	FMPEVA1001				

Figure 39. Financial Organizational Structure-Internal Report

**Financial Organizational Structure Report**  
 External  
 Page 1 of 17

Org ID:	Org Name:	Customer Name	Cost Center ID	Expense Center	Fund Cd	Appropriation Fund ID	Project Center	Project Center Name
<b>Org ID: 2</b>	<b>Org Name: CAMP FRANK D. MERRILL</b>							
YU0002	TMC 6 DRAHLONEGA			YU00021001				
<b>Org ID: DELETE</b>	<b>Org Name: MARKED FOR DELETION</b>							
WZ2FEZ	IRELAND U.S. ARMY COMM HOSPITAL		UNK	WZ				
YU0058	INFECTION CONTROL SAME DAY SURGERY		UNK	WZ				
YPO012	TMC 212		AG6L	WZ				
YOPED	INFECTION CONTROL PEDIATRIC CLINIC		UNK	WZ				
YPO048	4B PSYCHIATRIC WARD		AGFA	WZ				
224-1	MED NURSING		74Y20001	9999	WZ			
YPO067	TMC #7		AGH5	WZ				
W31N11	MEDSAC		WZCZ	WZ				
YPOWBA	BA PEDIATRICS-ORTHOPEDICS		AGDA	WZ				
YPOCAR	CARDIOLOGY CLINIC		AGAC	WZ				
YOPFR	INFECTION CONTROL VICTORY CLINIC (TEMP)		UNK	WZ				
YPO324	324 CLEARING STATION		AG6D	WZ				
YUBUSB	WARD-5B, MEDICAL CART BACKUP		UNK	WZ				
YMEFAP	FAMILY ADVOCACY		A1G3	WZ				
YPOORT	ORTHOPEDIC CLINIC		AGEA	WZ				
YPOOCT	OCCUPATIONAL THERAPY		AG6B	WZ				
YPOWZB	2B MICU/CCU WARD		AG6M	WZ				
YPOMBF	AVIATION MED FAMILY PRACTICE		AGJA	WZ				
YMEGL0	TMC #12 EGLIN 4FB		9999	WZ				
YMEG00	TMC 11 CAMP FRANK D. MERRILL, BLDG 27		9999	WZ				
YMECNT	WARD-3A, PEDIATRIC (NOT USED)		UNK	WZ				
YME229	2/23TH MED ELEMENT		9999	WZ				
YPOENT	EBNT CLINIC		AGBF	WZ				
YU0R0A	INFECTION CONTROL UROLOGY CLINIC		UNK	WZ				
YPOCCC	PHARMACY COMPOUNDS		AGDA	WZ				
YPOOHC	COMMUNITY HEALTH CLINIC		AG6L	WZ				
YIDERM	INFECTION CONTROL DERMATOLOGY CLINIC		UNK	WZ				
YPO157	FAMILY PRACTICE CLINIC 157TH		AG5C	WZ				
219-1	C. MEDICINE		74Y20094	9999	WZ			
YPORAD	C. DEPT OF RADIOLOGY		AG5C	WZ				
YPOREC	RECEPTION STATION/YMEJC		74Y20049	YPOREC9001	WZ	0130211019	W33BRACUS	MAIN CUST FUND-13-14-1-19
YMEDUJ	DENTAL CARE DCC2 HARMONY CHURCH CLO		UNK	WZ				

Figure 40. Financial Organizational Structure – External Report

(1) Content. This report identifies the Org ID, Org Name, Customer ID Customer Name, Cost Center ID, Expense Center, Fund Code, Appropriation Fund ID, Project Center, and Project Center Name.

(2) Use. Use this list to verify and/or reconcile organizational and financial structures set up within DMLSS.

o. High Total Expenditure. See paragraph 6.w., CAIM Reports, in this enclosure.

p. Inactive Users. The Inactive Users Report (Figure 41) displays users that have not used the system for 180 days or longer.

REPORT OF INACTIVE USERS			
DATE PREPARED: 19 MAY 2011			
User Id	Days Expired	User Signature	Last Logon
A_AMUSA	-103	a_amusa	
A_NASH	-81	a_nash	
A_SMITH	-20	a_smith	
C_BURREL	-19	c_burrel	
D_EDWARD	-23	d_edward	3/30/2011 14:59:16

Figure 41. Inactive Users Report

(1) Content. This report displays all inactive users, along with the number of days their account has been expired, user signature, and last logon.

(2) Use. SAs can use this report to display the users with expired DMLSS accounts. Determine whether the account is still required and take appropriate action.

q. Monthly Due-in/Due-out Report. This report lists due-ins and dollar value of due-outs for CFYs and PFYs. Users may select due-ins only, due-outs only, or both in the selection criteria window.

(1) Content. The due-in portion of this report is sorted by SOS type code and displays document number, Item ID, Purchase Order (PO) number, call number, refund code, SOS, U/P, original quantity, cancelled quantity, current quantity, U/P price, and total price. The due-out part is sorted by project center and shows CFY refundable, current non-refundable, PFY refundable, second PFY refundable, and older FY refundable values EOR and Expense center.

(2) Use. Managers can use this report to reference individual due-ins and validate the dollar value of refundable due-outs for each project center.

r. Other Procurement (OP) Funds Distribution History Report. Figure 42 shows the OP Funds Distribution History Report. Not used at U.S. Air Force sites.

DATE PREPARED: 30 JUL 2019      **OP FUNDS DISTRIBUTION HISTORY REPORT**      AS OF DATE: 30 JUL 2019

ORG ID: W33DME      ORGANIZATION NAME: WINN AHC, FT STEWART, GA      DODAAC: W33LGY      UIC: W2MSAA

FY: 2018	FUND CD: WY	BLOC: UR	PROJ CD: TAR	DATE	INC/DEC	TRANSACTION AMT	BALANCE
				Mar 02 2018	INC	\$370,744.72	\$0.00
				Mar 02 2018	INC	\$1,000,000.00	\$0.00
				Aug 10 2018	INC	\$1,000,500.00	\$0.00
				Aug 10 2018	INC	\$2,000,000.00	\$0.00

FY: 2018	FUND CD: WZ	BLOC: UR	PROJ CD: OPC	DATE	INC/DEC	TRANSACTION AMT	BALANCE
				Sep 13 2018	INC	\$700,000.00	\$0.00

**Figure 42. Other Procurement Funds Distribution History Report**

s. Other Procurement (OP) Funds Report. Figure 43 shows the OP Funds Report. Not used at U.S. Air Force sites.

DATE PREPARED: 30 JUL 2019      **OP FUNDS REPORT**

DODAAC: W33LGY      UIC: W2MSAA      ORGANIZATION NAME: WINN AHC, FT STEWART, GA

MTF/UNIT: W33DME      FY: 2018      FUND CODE: WY      BLOC: UR      PROJECT: TAR

ACN	LOA	EQUIPMENT NOMENCLATURE	DOC NO.	PO/CONT NO.	FUNDED	COMMITTED
318916899		RADIOGRAPHIC SYSTEM, DIGITAL	W33LGY80618401	SPEZD118F0566	\$370,744.72	\$0.00
412018001		STERILIZING UNIT, STEAM	W33LGY82228401		\$287,689.96	\$0.00

TARGET: \$4,371,244.72

COMMITTED: \$0.00

OBLIGATED: \$668,072.73

AEP: \$0.00

AVAILABLE BALANCE: \$3,990,861.95

OBLIGATION RATE: 15%

**Figure 43. Other Procurement Funds Report**

t. Project Center Commitments and Obligations by Expense Center. After selecting the Project Center Commits and Obs by Expense Center Report, choose the desired project center to view and select “OK.”

(1) Content. This report displays the associated expense center(s), EOR, EOR Nomenclature, Commitments, Obligations, Credits, and Reimbursable Sales.

(2) Use. Funds managers can use this report to help view/reconcile a project center’s funds within each stage of accountability.

u. Project Center End-of-Month (EOM) Fund Balance. Figure 44 shows the Project Center EOM Funds Balance Report. See paragraph 4.a., IM Reports in this enclosure.

Project Center EOM Fund Balance Report

Date Prepared: 01 Aug 2019

Project Center: 00009729 - S.0005833.12.9.1  
Month and Year: 31 Jul 2019

	Target	Available Balance	Obligations	Commits	Credits	Reimb. Sales	Non-Reimb. Sales	Surchg	Expenses
EOR	\$182,069,113.64	\$178,674,578.09	\$3,394,535.55	\$3,394,535.55	\$0.00	\$0.00	\$0.00	\$0.00	\$3,354,459.30
22NL - TRANSPORTATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
232Z - RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
232Z - RENTAL OF OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
233F - PURCHASED COMMUNICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
252G - CONTRACT SERVICES OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2563 - MEDICAL SERVICES FROM NON-DOD MTFS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2564 - CONTRACT NURSING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2565 - CONTRACT PHYSICIAN SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2571 - CONTRACT EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25EB - CONTRACTOR PROVIDED PARTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26EB - NON-MEDICAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26EC - FURNITURE RECURRING, FSG 71 LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26ED - FURNITURE NON-RECURRING, FSG 71 LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26EI - PHARM COSTS - DIRECT PATIENT RXS/ LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26EN - ADP SUPPLIES / LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26ER - MEDICAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26GI - PHARMACEUTICALS	\$0.00	\$0.00	\$3,394,535.55	\$3,394,535.55	\$0.00	\$0.00	\$0.00	\$0.00	\$3,354,459.30
310I - Investment - IT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310O - OpEx/Pgm Costs - IT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EA - NON-MEDICAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EB - FURNITURE, RECURRING FSG 71 EXPENSE/ LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EC - FURNITURE, NONRECURRING FSG 71 EXPENSE/ LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EF - ADP EQUIPMENT SOFTWARE - LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EJ - MEDICAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EJ - MEDICAL EQUIPMENT - EXPENSE / LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EL - COMMUNICATIONS AND ELECTRONICS - EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31GA - CENT PROC EQUIPMENT NON-MEDICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31GJ - CENT PROC EQUIPMENT MEDICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	\$0.00	\$0.00	\$3,394,535.55	\$3,394,535.55	\$0.00	\$0.00	\$0.00	\$0.00	\$3,354,459.30

Figure 44. Project Center End-of-Month Fund Balance Report

v. Project Center Expenses by Expense Center. See paragraph 6.ag., CAIM Reports in this enclosure.

w. Project Center Fund Summary. Figure 45 shows the Project Center Fund Summary Report. See paragraph 6.ah., CAIM Reports in this enclosure.

**Project Center Fund Summary Report**

Date Prepared: 01 Aug 2019

Project Center: 00009723 - S.0005833.13.9.2  
Fiscal Year: 2019

	Target	Available Balance	Obligations	Commits	Credits	Reimb. Sales	Non-Reimb. Sales	Surchgs	Expenses
<b>EOR</b>	\$182,069,113.64	\$180,612,742.16	\$1,456,371.48	\$1,456,371.48	\$0.00	\$0.00	\$42,773.16	\$0.00	\$1,022,841.79
22NL - TRANSPORTATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232.31
232Z - RENTAL	\$0.00	\$0.00	\$-1,800.00	\$-1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,975.00
232Z - RENTAL OF OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
233F - PURCHASED COMMUNICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
252G - CONTRACT SERVICES OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2563 - MEDICAL SERVICES FROM NON-DOD MTFS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2564 - CONTRACT NURSING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2565 - CONTRACT PHYSICIAN SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2571 - CONTRACT EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25EB - CONTRACTOR PROVIDED PARTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26EB - NON-MEDICAL SUPPLIES	\$0.00	\$0.00	\$40,071.19	\$40,071.19	\$0.00	\$0.00	\$3,869.42	\$0.00	\$21,146.15
26EC - FURNITURE RECURRING, FSG 71 LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26ED - FURNITURE NON-RECURRING, FSG 71 LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26EI - PHARM COSTS - DIRECT PATIENT RXS/ LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26EN - ADP SUPPLIES / LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26ER - MEDICAL SUPPLIES	\$0.00	\$0.00	\$171,269.17	\$171,269.17	\$0.00	\$0.00	\$38,903.74	\$0.00	\$18,517.54
26GI - PHARMACEUTICALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310I - Investment - IT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310O - OpEx/Pgm Costs - IT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EA - NON-MEDICAL EQUIPMENT	\$0.00	\$0.00	\$155,617.12	\$155,617.12	\$0.00	\$0.00	\$0.00	\$0.00	\$102,707.39
31EB - FURNITURE, RECURRING FSG 71 EXPENSE/ LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EC - FURNITURE, NONRECURRING FSG 71 EXPENSE/ LP=	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EF - ADP EQUIPMENT SOFTWARE - LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EJ - MEDICAL EQUIPMENT	\$0.00	\$0.00	\$1,091,214.00	\$1,091,214.00	\$0.00	\$0.00	\$0.00	\$0.00	\$874,263.40
31EJ - MEDICAL EQUIPMENT - EXPENSE / LP=CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31EL - COMMUNICATIONS AND ELECTRONICS - EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31GA - CENT PROC EQUIPMENT NON-MEDICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31GJ - CENT PROC EQUIPMENT MEDICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,456,371.48</b>	<b>\$1,456,371.48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$42,773.16</b>	<b>\$0.00</b>	<b>\$1,022,841.79</b>

**Figure 45. Project Center Fund Summary Report**

x. Projected Expenditure. See paragraph 6.ai., in this enclosure.

y. Role Detail Report. This report displays each role created within the SS, User Privilege Manage module.

(1) Content. This report displays the resources, and the privileges assigned (read, update, create, delete) for each role. All applications are available.

(2) Use. SAs may use this report to understand the roles, resources, and privileges that are available within DMLSS prior to assigning user roles in the “User Priv–Assign” window in SS.

z. Role Detail Report by Application. This report is similar to the Role Detail Report; however, users can only select one application at a time.

aa. Sales. This report displays expenditures by CAIM SOS ID and is most applicable for a CAIM SOS. The only authorized U.S. Air Force CAIM SOS is medical sustainment/maintenance.

ab. User Privilege Summary Report. The User Privilege Summary report (Figure 46) identifies individuals that have roles that match the resource requested on the search criteria screen.

USER PRIVILEGE SUMMARY REPORT FOR AM								
Date prepared: 19 MAY 2011								
First Name	Last Name	User ID	Role	Resource and Privileges	Read	Update	Create	Delete
A_AMUSA	A_AMUSA	A_AMUSA	AM EXPERT AM TECHNICIAN	AM INVENTORY AM INVENTORY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A_BALASU	A_BALASU	A_BALASU	AM EXPERT AM TECHNICIAN	AM INVENTORY AM INVENTORY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 46. User Privilege Summary Report

(1) Content. Use the “report search criteria” screen to specify the desired application and resource. In return, this report displays the name, User ID, role, resource, and privilege for any user meeting the criteria.

(2) Use. SAs and LOG managers may use this report to determine if certain roles, resources, and privileges have been assigned. This report is similar to the User Summary Report except it allows the administrator to further narrow the search results to a specific application and resource element. Use this report to identify users assigned specific resource privileges.

ac. User Report–All Users. This report displays all DMLSS users, along with a list of their applications and assigned roles.

(1) Content. The report displays all users in alphabetical order followed by the applications they have access to and their associated roles.

(2) Use. SAs and LOG managers use this report to monitor DMLSS access and monitor assigned roles.

ad. User Report by User. This report provides the same information as the “User Report – All Users”; however, only one User ID can be chosen per report. Use this report to inquire a particular user’s access in DMLSS.

ae. User Report by User Name and User Identification (ID). This report provides a list of all DMLSS users.

(1) Content. This report displays last name, first name, and User ID.

(2) Use. SAs and LOG managers use this report to review DMLSS roles and privileges.

af. User Summary Report. The User Summary Report provides a detailed view of all DMLSS users and their access to applications via assigned roles, resources, and privileges.

(1) Content. This report displays all users in alphabetical order followed by the applications they have access to and their associated roles, resources, and privileges.

(2) Use. SAs and LOG managers use this report to review each user's DMLSS roles and privileges and it can be used to verify users are not afforded privileges they do not require.

ag. User Summary Report by Application. Similar to "Role Detail Report" (see paragraph 10.y. in this enclosure); however, users select only the desired application. Use this report to narrow search results to a specific application (e.g., IM).

ah. Veterans Administration (VA) Prime Vendor (PV) and Electronic Catalog (ECAT) Detailed Billing Report. Not used at U.S. Air Force sites.

ai. Veterans Administration (VA) Prime Vendor (PV) and Electronic Catalog (ECAT) Summary Billing Report. Not used at U.S. Air Force sites.

aj. Work Breakdown Structure (WBS) Archive Report. Figure 47 displays a sample WBS Archive Report. This report is not used at U.S. Air Force sites as the U.S. Air Force does not use a WBS.

**WBS Archive Report**

Funding Center	Funded Program	WBS Element	Fund Id	Functional Area	Req / Resp	Cost Ctrs	WBS Description
		Date / Time	Arch Serial	Fund Target Amount			
A74II	ARMY	S.0018186.102	01302J1D19	101000847700	74II0287	74II0287	BURN RT CONTRACT AND DMLSS
		S.0018186.105	01302J1D19	101000847700	74II0287	74II0287	BURN WARD 4E CONTRACT AND DMLSS
		S.0018186.106	01302J1D19	101000847700	74II0287	74II0287	BURN CLINIC CONTRACT AND DMLSS
		S.0018186.107	01302J1D19	101000847700	74II0287	74II0287	BURN OT/PT CL (REHAB) DMLSS
		S.0018186.108	01302J1D19	101000847700	74II0287	74II0287	BURN ANESTHESIOLOGY CONTRACT N DMLSS
		S.0018186.109	01302J1D19	101000847700	74II0287	74II0287	BURN SURGICAL STE (OR) CONTRACT
		S.0018186.110	01302J1D19	101000847700	74II0287	74II0287	BURN ICU CONTRACT HK AND DMLSS
		S.0018186.12	01302J1D19	106000846761	74II0346	74II0346	Dental Services Education Training
		S.0018186.158	01302J1D19	101000847700	74II0287	74II0287	BURN FLIGHT TEAM
		S.0018186.159	01302J1D19	101000847701	74II0287	74II0287	BURN PHARMACEUTICALS
		S.0018186.184	01302J1D19	101000847700	74II0255	74II0255	Medical Gasses Supplemental Account
		S.0018186.275	01302J1D19	104000847781	74II0378	74II0378	4C ENTERPRISE MESSAGING SERVICES
		S.0018186.276	01302J1D19	104000847781	74II0378	74II0378	30 Enterprise Messaging Services (VTC)
		S.0018186.277	01302J1D19	104000847781	74II0378	74II0378	4E CLIENT PERIPHERAL SUPPORT (Was 4F)
		S.0018186.278	01302J1D19	104000847781	74II0378	74II0378	60 IM/IT MEDICAL CIO MGMT
		S.0018186.291	01302J1D19	107000847796	74II0524	74II0524	BSMC BASEOPS Fuel
		S.0018186.293	01302J1D19	101000847700	74II0071	74II0071	Hyperbaric Med Svc
		S.0018186.294	01302J1D19	107000847779	74II0524	74II0524	SCM Camp Bullis Propane
		S.0018186.320	01302J1D19	103000847714	74II0182	74II0019	Core funded studies/research
		S.0018186.321	01302J1D19	103000847705	74II0316	74II0316	DPM Army Wellness Center
		S.0018186.322	01302J1D19	101000847700	74II0372	74II0372	SCHERTZ II, JBSA4 EQUIPMENT BAG 1
		S.0018186.324	01302J1D19	101000847700	74II0489	74II0489	Vogel Resiliency Center (AWC) IO
		S.0018186.355	01302J1D19	101000847701	74II0255	74II0255	EOY Manual DMLSS Pharmaceutical Trans
		S.0018186.361	01302J1D19	101000847700	74II0246	74II0246	BAMC Non-Capital BAG 1 Centralized Equip
		S.0018186.362	01302J1D19	103000847724	74II0246	74II0246	BAMC Centralized Equipment 103000847724
		S.0018186.363	01302J1D19	103000847714	74II0246	74II0246	BAMC Centralized Equipment 103000847714
		S.0018186.364	01302J1D19	101000847700	74II0246	74II0246	BAMC Centralized Furniture
		S.0018186.371	01302J1D19	101000847700	74II0533	74II0533	Executive Health
		S.0018186.374	01302J1D19	103000847724	74II0001	74II0001	Best Medic FMB
		S.0018186.378	01302J1D19	107000847779	74II0524	74II0524	Facilities Mgmt Pest Control
		S.0018186.379	01302J1D19	107000847779	74II0524	74II0524	Facilities Mgmt Grounds Maint
		S.0018186.381	01302J1D19	107000847790	74II0524	74II0524	IMD BAMC AV Equip Support
		S.0018186.382	01302J1D19	107000847779	74II0524	74II0524	Environmental Services BAMC Recycle Ops
		S.0018186.407	01302J1D19	101000847700	74II0246	74II0246	BAMC Bulk Paper
		S.0018186.412	01302J1D19	101000847700	74II0353	74II0353	Sim Center Equipment BAG 101 \$101,700
		S.0018186.417	01302J1D19	101000847700	74II0453	74II0453	Liberty Barracks Equipment
		S.0018186.430.1	01302J1D19	101000847700	74II0249	74II0249	FA 101000847700 Centralized Equipment
		S.0018186.430.2	01302J1D19	103000847714	74II0249	74II0249	FA 103000847714 Centralized Equipment
		S.0018186.430.3	01302J1D19	103000847724	74II0249	74II0249	FA 103000847724 Centralized Equipment
		S.0018186.430.4	01302J1D19	103000847705	74II0249	74II0249	FA 103000847705 Centralized Equipment
		S.0018186.430.5	01302J1D19	103000847760	74II0249	74II0249	FA 103000847760 Centralized Equipment
		S.0018186.430.6	01302J1D19	107000847779	74II0249	74II0249	FA 107000847779 Centrtrized Equipment
		S.0018186.8	01302J1D19	101000847700	74II0470	74II0470	DOS ECMO
		S.0018186.888.4	01302J1D19	101000847700	74II0001	74II0001	HURRICANE FLORENCE SUPPORT
		S.0018186.888.5	01302J1D19	101000847700	74II0001	74II0001	HURRICANE MICHAEL SUPPORT
		S.0018186.888.6	01302J1D19	101000847700	74II0001	74II0001	FY19 CONTINGENCY WBS
		S.0018829.10.11	01302J1D19	107000847756	74II0319	74II0319	FSH-BROOKE AMC-HAZ MED WASTE (EQUIP)
		S.0018829.6.11	01302J1D19	107000847756	74II0319	74II0319	FSH-BROOKE AMC-SAMPLING ANALYSIS
		S.0018829.7.11	01302J1D19	107000847756	74II0319	74II0319	FSH-BROOKE AMC-MED WASTE DISPOSAL
		S.0062340.23.1.9999	01302J1D19	101000847700	74II0249	74II0249	GSP A74II FY19 BAMC DMLSS SUPP FUND
		S.0062532.6.11	01302J1D19	107000847756	74II0319	74II0319	FSH-BROOKE AMC-SAMPLING ANALYSIS

FOR OFFICIAL USE ONLY

**Figure 47. Work Breakdown Structure Archive Report**

ak. Work Breakdown Structure (WBS) Error Report. Figure 48 displays a sample WBS Error Report. This report is not used at U.S. Air Force sites as the U.S. Air Force does not use a WBS.

<b>WBS Error Report</b>						
Error Text	WBS	Fund ID	Functional Area	Funded Program	Funding Center	Cost Center
	Occurrences	Last Occurrence	Problematic Data			
<input type="checkbox"/> Accepting the target amount will result in a negative balance.						
	R.0027192.31	204020D18	633002840RK03	R.0027192.31	A74EF	74EF0009
	183	7/30/2019 12:15:55	436507.05			
	S.0018186.019.505	202010D19	113008WHST	S.0018186.019.505	A76CC	40178797
	183	7/30/2019 12:15:56	15717.82			
	S.0018186.019.503	202010D19	113008WHST	S.0018186.019.503	A76OO	40082089
	183	7/30/2019 12:15:55	3644.73			
<input type="checkbox"/> Illegal parameter change attempt on WBS record.						
	S.0018186.371	01302J1D19	101000847700	ARMY	A74II	74II0533
	183	7/30/2019 12:15:58	01302J1D19			
	S.0018186.019.523	01302G3D18	301000847721	S.0018186.019.523	A7466	74660044
	183	7/30/2019 12:15:56	01302G3D18			
	R.0027192.30	204020D18	633002840RK03	R.0027192.30	A74EF	74EF0009
	183	7/30/2019 12:15:55	204020D18			
<input type="checkbox"/> Responsible Cost Center does not match any defined Internal Cost Center ID.						
	S.0018186.12	01302J1D19	106000846761	ARMY	A74II	74II0346
	183	7/30/2019 12:15:58	74II0346			
	S.0018186.277	01302J1D19	104000847781	ARMY	A74II	74II0378
	183	7/30/2019 12:15:58	74II0378			
	S.0018186.276	01302J1D19	104000847781	ARMY	A74II	74II0378
	183	7/30/2019 12:15:58	74II0378			
	S.0018186.278	01302J1D19	104000847781	ARMY	A74II	74II0378
	183	7/30/2019 12:15:58	74II0378			
	S.0018186.275	01302J1D19	104000847781	ARMY	A74II	74II0378
	183	7/30/2019 12:15:58	74II0378			

Figure 48. Work Breakdown Structure Error Report

al. Zero/Negative Funds Summary. See paragraph 6.aw. in this enclosure.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AHFS	American Hospital Formulary Service
AM	Assemblage Management
ATO	authority to operate
B/O	back order
CAIM	Customer Area Inventory Management
CFY	current fiscal year
DFAS	Defense Finance and Accounting Service
DHA	Defense Health Agency
DHA-TM	Defense Health Agency-Technical Manual
DMLSS	Defense Medical Logistics Standard Support
DTF	Dental Treatment Facility
ECAT	electronic catalog
ECN	equipment control number
EM	Equipment Management
EOM	end of month
EOP	end of period
EOR	element of resource
FM	Facility Management
FY	fiscal year
HAR	Hazard Alert and Recall
HTM	Healthcare Technologies Management
IAV	Inventory Adjustment Voucher
ID	identification
IM	Inventory Management
LIMFAC	limiting factors
LOG	logistics
MA	Equipment Maintenance
MEPRS	Medical Expense and Performance Report
MEDLOG	Medical Logistics
MED/SURG	medical/surgical
MHS	Military Health System
MMQC	Medical Materiel Quality Control

MTF	military medical treatment facility
O/H	on-hand
OP	other procurement
Org	organization
PCA	purchase card adjustment
PFY	prior (or previous) fiscal year
Pharm	pharmaceutical
PV	prime vendor
PVON	prime vendor order number
QA	quality assurance
SA	System Administrator
SOS	source of supply
SS	System Services
TMDE	test, measurement, and diagnostics equipment
TR	transaction register
UFC	Uniform Formulary Contracts
UII	unique item identifier
U/I	unit of issue
U/P	unit of purchase
U/S	unit of sale
VIN	Vendor Item Number
WBS	work breakdown structure
YTD	year to date